

## **USER'S GUIDE**



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*Mavis Beacon Teaches Typing*, version 17 is a software training program built on a proven core curriculum. Using this great technology at home, in the office, or at school helps you develop excellent typing skills. To begin, check your system requirements. Next, install the software and then run the program.

## **Windows® System Requirements**

### ***Minimum requirements:***

- 450 MHz Pentium® III processor or faster
- 64 MB RAM for Windows® 98/Me
- 128 MB RAM for Windows® 2000/XP
- 16X CD-ROM drive
- 360 MB free hard-disk space\*
- 16-bit color monitor
- 800 x 600 Resolution
- Windows® compatible sound card
- Windows® compatible mouse

## **Macintosh® System Requirements**

### ***Minimum requirements:***

- PowerPC G3 333-MHz processor or faster
- Mac OS 9.2, Mac OS 10.2.2 and higher
- 64 MB RAM for Mac OS 9.2
- 128 MB RAM for Mac OS 10.2.8-10.3.9
- 256 MB RAM for Mac OS 10.4.X
- 16X CD-ROM drive
- 360 MB free hard-disk space\*
- 16-bit color monitor
- 800 x 600 Resolution

\* Full install of Mavis Beacon Teaches Typing Deluxe requires at least 550MB of free hard-disk space for both Windows and Macintosh

### **Optional:**

- Internet access
- A color printer with 300 dpi or better is recommended

**NOTE:** In the interest of product improvement, information and specifications represented herein are subject to change without notice.



## INSTALLING *Mavis Beacon Teaches Typing*

After installing the program from the CD, *Mavis Beacon Teaches Typing* runs from your hard drive. To complete the installation, 360 MB free space is required on your hard drive to store some program files. Close all other programs and applications before installing.



When using *Mavis Beacon Teaches Typing Deluxe* under a typical installation, you need to insert the program CD to view the videos.

These instructions assume that the AutoPlay feature is turned on.

### Windows®

1. Insert the *Mavis Beacon Teaches Typing* CD in the CD-ROM drive.
2. Follow the onscreen instructions to complete the setup process. The setup program places *Mavis Beacon* file icons in the Start menu, under the Broderbund program group.
3. To run the program after installation, go to the Start menu, choose **Broderbund, *Mavis Beacon Teaches Typing (Deluxe) 17***, and then ***Mavis Beacon Teaches Typing (Deluxe) 17***.



**HINT:** To uninstall *Mavis Beacon Teaches Typing*, choose the Uninstall Mavis Beacon shortcut in the *Mavis Beacon Teaches Typing (Deluxe) 17* folder in the Start menu, and follow the onscreen instructions.

### Macintosh®

1. Insert the *Mavis Beacon Teaches Typing* CD in the CD-ROM drive.
2. Follow the onscreen instructions to complete the setup process. Click the Start button to run the program. The installer creates a folder named Broderbund/*Mavis Beacon Teaches Typing (Deluxe)*.
3. To start the program after the initial installation, double-click the program icon.

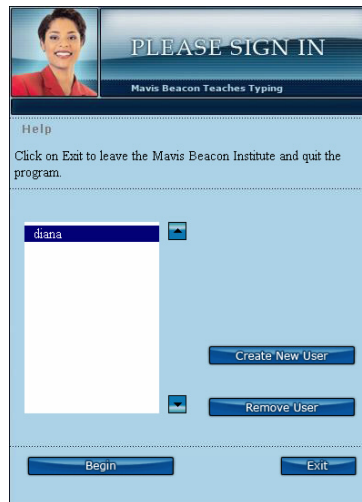
**IMPORTANT:** DirectX 8 and Adobe® Reader 5.1 are necessary for *Mavis Beacon Teaches Typing* to operate correctly. The DirectX 8 and Adobe Reader 5.1 programs allow your computer to access the User's Guide, your computer sound system to have higher-quality sound, and your computer's display to operate optimally.



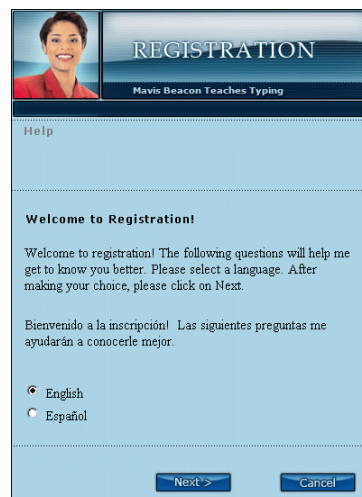
## SIGNING IN AND REGISTERING FOR CLASS

To help you register for class and get started, the Sign In and Registration screens guide you.

1. Click **Create New User** on the Registration screen to begin the Registration process. If your name already appears, click your name in the list and then click **Begin**.



2. Select the language you'd like to use in the program: English or Spanish.



To make the knowledge and information in this program accessible to a Spanish-speaking audience, *Mavis Beacon Teaches Typing* offers a Spanish option. During the registration process, a dialog box appears and asks if you would like to use the program in Spanish.



The Media Center, available in the *Mavis Beacon Teaches Typing Deluxe* version, has English-only content, but descriptions are provided for Spanish-speaking users.



3. On the next screen, you can choose from a variety of options to personalize your typing experience. Once you have typed your name in the "Please enter your name" box, you may click **Finish**. This completes the Class Registration process and takes you directly to the classroom using the program's default settings.

4. Other options available on this screen are:

- A. Age Group: Click the circle next to the settings that best describes your age group. Mavis will tailor the lesson content to your age specification. The default setting is Adult.
- B. Keyboard Design: Click the circle that describes the type of keyboard you are currently using. The default setting is Standard.
- C. Typing Mode: Click the circle for the typing mode you'd like to learn. The default setting is Standard, and is the standard alpha typing mode. 10-Key focuses on the 10-key number pad on your keyboard.
- D. Typing Goal: Click the up and down buttons to select your Words per Minute (WPM) or Keys per Minute (KPM) goal; then click **Next**. The minimum values for your goal in WPM are child=25, teen=35, and adult=40. The minimum values for KPM are child=100, teen=135, and adult=140.

**IMPORTANT:** Your goal cannot be obtained until you reach the advanced level. It is in the advanced level where you will have learned all of the characters and will be able to reach your goal.

5. Congratulations! You have completed Sign In and Registration; click **Finish** to begin, or **Previous** to edit your selections.



**HINT:** You can modify these program settings at any time. Go to **Settings** on the menu bar and choose the User, Audio, or Typing tab. For more information about choosing your settings, see the next page or the Settings section of this User's Guide.





## SIGNING IN AFTER YOU ARE REGISTERED

The next time you start *Mavis Beacon Teaches Typing*, select your name from the list, and then click **Begin**.

After completing Sign In and Registration, *Mavis Beacon Teaches Typing* automatically saves a copy of your work to a file. By clicking your name from the Sign In list, you return to the work you last finished.

A screenshot of the 'PLEASE SIGN IN' window from the Mavis Beacon Teaches Typing software. The window has a blue header with a small portrait of Mavis Beacon on the left. Below the header, there is a 'Help' section with instructions: 'Select the name of a user or click Create New User before clicking on the 'Begin' button.' A list box on the left contains the names 'Daria' and 'diana'. To the right of the list box are two buttons: 'Create New User' and 'Remove User'. At the bottom of the window are two buttons: 'Begin' and 'Exit'.

# Mavis Beacon

## THE CLASSROOM

In *Mavis Beacon Teaches Typing*, the Classroom is the best place to be! From here you are able to access all areas of the program.

### General Classroom Information

1. To return to the Classroom at any point in the program, click **Navigation** on the menu bar and then click **Classroom**.
2. To return to the Classroom from the Media Center, click the Classroom door on the Media Center screen.



### Classroom Choices

1. When you click Mavis Beacon, she gives you a helpful hint.
2. Click the Lesson Area computer monitor in the front-center to begin your typing lessons.
3. Click the door at the back left of the Classroom to access the Media Center where you find the Practice Area, Ergonomic Checklist, Video Viewer, Custom Lesson Designer, and Globe link to access the Web.



The Media Center is available only in the *Mavis Beacon Teaches Typing Deluxe* version.

4. Click the Welcome text shown on the back wall next to Mavis Beacon and your Progress screen appears.
5. Click the Typing Games Box on the table to the right of the monitor to enter the Typing Games area. Here you can choose from twelve skill-enhancing games.
6. Click the computer monitor on the far left to access the Practice Area directly from the classroom. The Practice Area is also available from the Media Center.



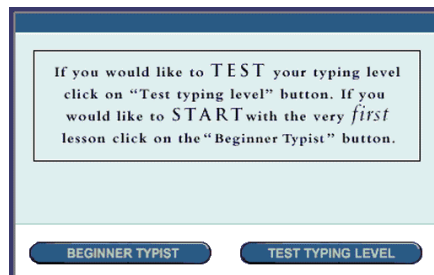
**FOUR NEW GAMES!** The *Mavis Beacon Teaches Typing Deluxe* version has 14 games to choose from.



## LESSON AREA

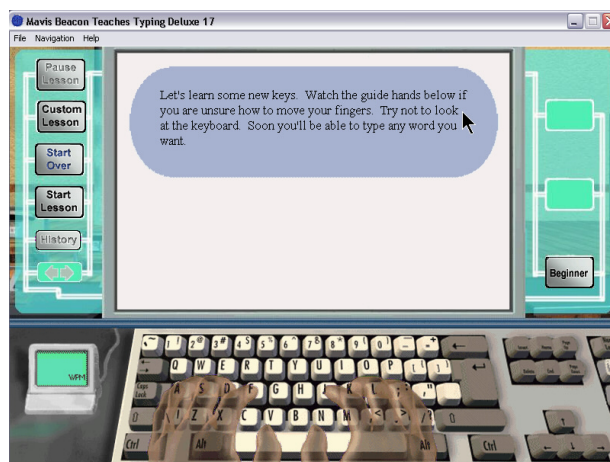
### Initial Diagnosis

The first time you click the computer in the Classroom to access the Lesson area, the Initial Diagnostic pop-up screen appears. You have the option to take a typing test that allows the program to determine your typing level, or you may start as a beginner typist.



1. Click **Test Typing Level** to start the Initial Diagnostic. Begin by typing the information you see on the screen until the dialog box appears informing you that Mavis has enough information to determine your typing level. After exiting this dialog box, click Start Lesson to begin.
2. Click the **Beginner Typist** option to bypass the typing level test and immediately enter the Lesson area at the beginner level.

**NOTE:** When you choose to start the Lessons as a Beginner Typist, you will not have the option to take the Initial Diagnostic test again.



**HINT:** To return to the Classroom from the Lesson area, choose **Classroom** from the **Navigation** menu.



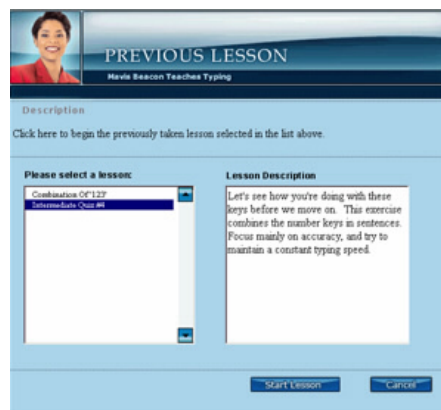
## Lesson Area Choices

1. Now that you have finished the Initial Testing, your typing lessons appear on the computer screen in front of you. Mavis Beacon presents you with typing lessons that are appropriate for your age and skill level.
2. There are five button options available during your typing lessons:
  - To take one of the available lessons, or one you have created, click **Custom Lesson**. The onscreen prompts help guide you.
  - Click **Repeat Audio** during a Dictation Lesson, to have the last 10 seconds of dictation replay.
  - To begin a lesson, click **Start Lesson**. If you want to begin again, click **Start Over**. During your typing lessons the Start Lesson button changes to a Start Over button.
  - To Pause a Lesson, click the Pause Lesson button. You can then choose to Resume the lesson, Start Over, or End the lesson.
  - Click History to display the last 10 lessons, quizzes, or games you have completed. You may choose to retake an item in the list by clicking **Start Lesson**. Click **Cancel** to return to your current lesson.
  - Click the arrows to move to the Previous Lesson or to the Next Lesson.
3. There are five display options to help guide you during your typing lessons:
  - The Mavis Beacon Guide Hands display shows you where your fingers need to be on your keyboard during typing lessons.
  - The WPM/KPM display shows your typing speed. The Adjusted WPM and Adjusted KPM combines your typing speed and typing errors. It is possible for these numbers to be the same.
  - The Lesson Duration display, located to the right of the lesson window, shows the amount of the typing lesson you have completed.
  - During a timed typing lesson, the Timed Lesson display at the right of your screen shows how much time is remaining in the lesson.
  - From beginner to advanced typist, the Lesson Level display, located in the lower-right of the lesson area, shows the difficulty level of the lesson you are currently taking.



## Typing Lessons

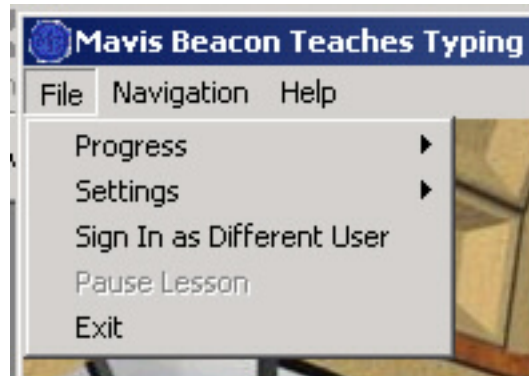
1. To begin your typing lessons, click **Start Lesson**. Type the characters as they appear on the computer screen until the lesson is finished.
2. Once a lesson begins, the Start Lesson button changes to the **Start Over** button. Click **Start Over** to return to the beginning of your current lesson, resetting the WPM or KPM, Text, Lesson Duration, and Timed Lesson. Your typing score and analysis information are only retained when the entire lesson has been completed.
3. When you want to take a break during a typing lesson, click **Pause Lesson** on the lesson screen. Now you are able to click **Resume**, **Start Over**, or **End** on the dialog box that appears. You may also select **Pause Lesson** from the File menu on the menu bar.
4. To proceed to the next lesson, click **Start Lesson** or the right arrow, or hit **Enter** or **Return** on your keyboard.
5. To skip or proceed to alternate lessons, click the right arrow. You may skip practice lessons but not quizzes. In order to progress through the typing lessons, each section quiz must be successfully completed. To begin the next lesson, click **Start Lesson** or hit **Enter** or **Return** on your keyboard.
6. There are two ways to access a previous lesson. The first method is to click the left arrow, and then click **Start Lesson**. The other way is to click **History**, click a lesson on the Select a Lesson list, and then click **Start Lesson**. When you are finished, click the right arrow once, and you return to your prior place in the lesson.





## THE MENU BAR

The Menu Bar, located at the top of the screen, is active from most places in *Mavis Beacon Teaches Typing*. When a Menu Bar option appears in bold type, it is available for you to click on it. However, when a menu Bar appears in grey or disabled type, it is not available from your current location.



## Menu Bar Choices

1. When you click **Navigation** you access the Classroom, Speed Test, Lesson Area, Practice Area, Custom Lesson Designer, Typing Games, and the Media Center.



The Media Center and Custom Lesson Designer are available only in the *Mavis Beacon Teaches Typing Deluxe* version.

2. In the File menu, click **Progress** to access the Summary, Key Proficiency, and Progress Over Time tabs.
3. In the File menu, click **Settings** to change your Audio, User, and Typing options.
4. In the File menu, choose **Sign In as Different User** to create a new user profile.
5. In the File menu, the Pause Lesson option is only active when you are in the Games, Practice Area, or Lesson Areas. Click **Pause Lesson** to choose **Resume**, **Start Over**, **End the Lesson**, or **End**, to end the game.
6. Under Typing Games in the **Navigation** menu, the Pause Typing Game or Exit Typing Games options are only available when you are playing one of the games.
7. The Help menu allows you to view About and Finger Positions options.
8. In the File menu, click **Exit** to close the program.



### Accessing Speed Tests

1. Click the Navigation menu option, and then click **Speed Test**. This takes you to the Lesson Area screen where you may begin the Speed Test. From here, follow the instructions on the screen.
2. Click **Speed Test** to begin. While taking the speed test you may click **Pause Lesson** on the menu bar. **Start Over** allows you to immediately begin the test again, **Resume** allows you to start where you left off, and **End** takes you to back to the classroom.
3. After completing your speed test, you may choose to either **Print Certificate** or **End Test**. Click **Print Certificate** to print your Certificate of Accomplishment. Click **Finish** to return to the classroom.

### Custom Lessons

The Custom button allows you to take one of the available custom lessons. The Cancel option returns you where you were in the program.





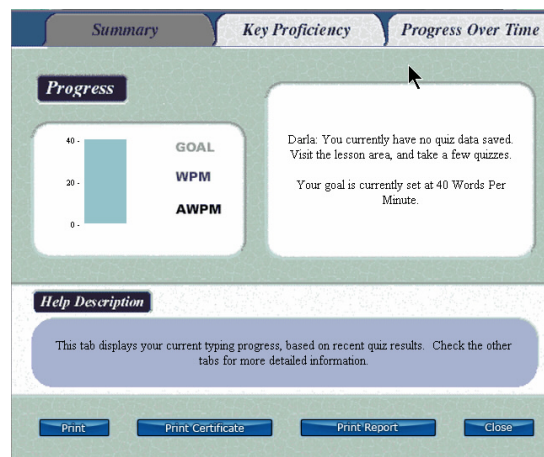
## PROGRESS

From the very beginning, *Mavis Beacon Teaches Typing* constantly monitors how you are doing in your current lessons, your skill development, and your typing progress.

- To access choices within the Progress menu, click **Progress** on the menu bar, and then click **Summary**, **Key Proficiency**, or **Progress Over Time**. You must be in the Classroom, Media Center, or the Typing Games to access the Progress menu.

### How to Use the Progress Menu Options

#### *Summary Tab*



The Summary tab displays your current typing progress based on recent quiz results. At the Summary area, you may click **Print**, **Print Certificate**, **Print Report**, or **Close**. Click **Print** to print out the Summary information on your screen. Click **Print Certificate** to receive your Certificate of Accomplishment.

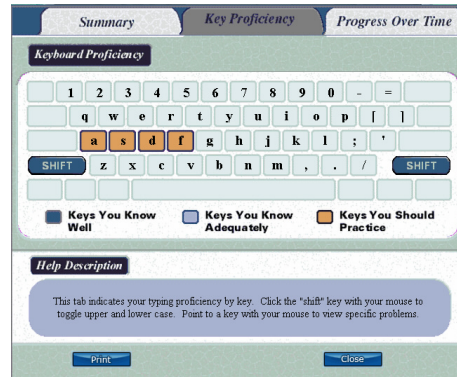


For *Mavis Beacon Teaches Typing Deluxe* users, click **Print Report** to receive an overview of your entire personal profile from all three tabs. Click **Close** to exit the Progress screen.



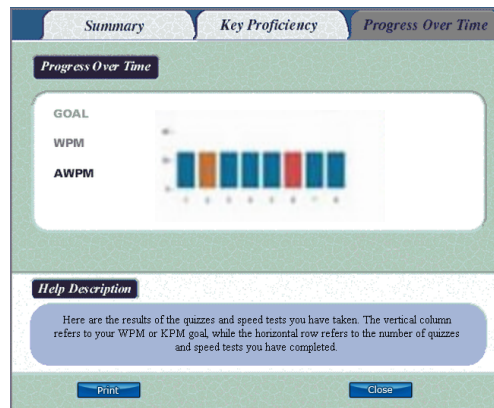


## Key Proficiency Tab



The Key Proficiency tab indicates your typing proficiency by key. Click the Shift buttons to toggle between the upper and lower case keys. You may click **Print** to print the screen for reference or click **Close** to exit the Progress screen.

## Progress Over Time Tab



The Progress Over Time tab displays the results of all your tests and quizzes from when you started the program until now. A maximum total of 75 entries are stored here. Click **Print** to print the screen for reference or click **Close** to exit the Progress screen.

The color bars represent the information from different areas of your progress:

- Blue = Lesson area quizzes and key proficiency tests
- Brown = Speed tests
- Red = Repeated quizzes and tests

The three different shades of color correspond to WPM/KPM (solid), AWPM/AKPM (mid), and your goal (transparent).

**NOTE:** The bars appear as completely solid colors when the results for your WPM, AWPM, and goal are all the same value. For example, you typed 40 words per minute, you made no errors so your adjusted words per minute is 40, and your goal was 40 words per minute.



## SETTINGS

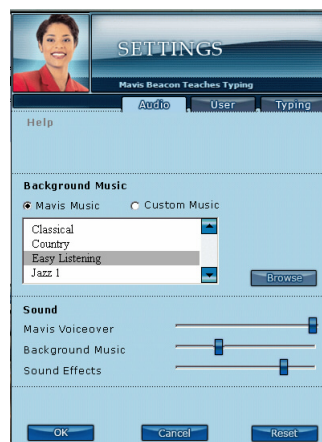
By clicking the Settings menu choice, you can make changes in *Mavis Beacon Teaches Typing* to meet your individual needs. The Settings screen can be accessed by choosing **Settings** in the file menu.

The Default settings include the Adult age setting, Standard keyboard layout, Minimum WPM Goal for your age group, Line Wrap feature turned on, and Voiceovers, Background Music and Sound Effects turned on.

### How to Use the Settings Menu Options

Click Settings then click the Audio, User, or Typing tabs to start customizing. When you exit the Settings screen, you return to your previous place in the program. Click **Cancel** to exit without making any changes to your settings; click **Reset** to accept *Mavis Beacon Teaches Typing's* original settings; or click **OK** to save your changes and exit the Settings screen.

### Audio Tab



### Background Music Selection:

- To pick one of the music selections supplied with the Mavis program, click the Mavis Music button and choose a selection from the list that appears.
- To import a MP3 file from your own collection, click **Custom Music**, and then click **Browse** to choose an MP3 file saved on your hard drive.
- To toggle back to the Mavis Music selections, just click **Mavis Music**.

### Volume Settings

The Sound section allows you to make the program's Voice-over, Background Music, and Sound Effects either louder or softer by dragging the slider bars.



## User Tab



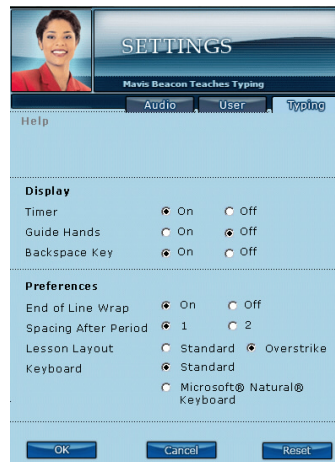
The User tab allows you to change options that affect the Lesson area and the *Mavis Beacon Teaches Typing* screen. If you are using this program in Spanish, the Lesson Area functions as it does in English; however, there will be some lesson information in Spanish.

**NOTE:** The Lesson area is not intended to teach a person to type in Spanish and it uses the English alphabet with no special markings or accents. Also, the dictation feature is available only in English to assist teaching touch-typing skills in English. All other lesson information will have dialogue text and some sounds in Spanish.

- Lesson Type gives you a choice of two typing modes to learn: **Standard** or **10-Key**. The Standard mode covers most of the keys used during normal text typing. The 10-Key setting focuses on numerical lessons using the 10-key pad usually located on the right of your keyboard.
- You decide how often the Lessons Taken as Games option occurs during your lessons. Choose **Never**, **Sometimes**, or **Often**.
- In Personal Profile, click the circle that best describes your age group. This gives you lessons with age-appropriate content as well as modifies the lesson difficulty.
- Enter a number for your Typing Speed Goal. The goal will apply only when you have achieved the advanced level and after all the keys have been introduced.



## Typing Tab

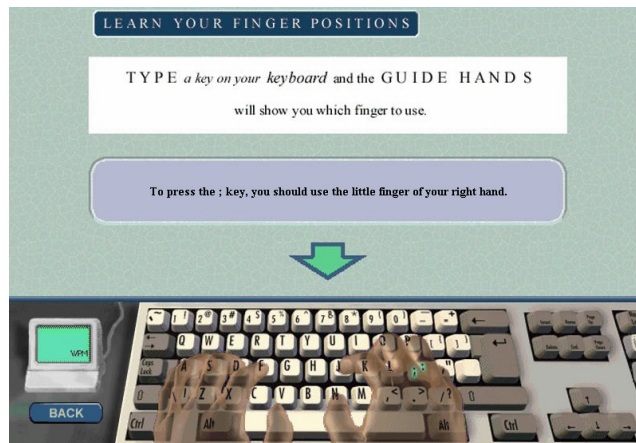


The Typing tab allows you to change some of the typing features in your lessons.

- The Timer setting allows you to click **Off** to hide the lesson clock, or click **On** to reveal it.
- The Mavis Beacon Guide Hands setting lets you view or hide the correct typing finger positions by clicking either **On** or **Off**.
- Click **On** or **Off** to set whether or not you want the **Backspace** key to erase your mistakes.
- The End of Line Wrap setting allows the cursor to move automatically to the next line without you pressing the Return or Enter key at the end of each line. Click **On** to enable this feature; click **Off** to disable it.
- The Spacing After Period setting allows you to choose how many spaces are permissible after periods. Click the option for either one 1 (one) or 2 (two) spaces.
- Use the Lesson Layout setting to choose whether you want your typing to appear under the characters of the lesson (click **Standard**), or directly over the characters in the lesson (click **Overstrike**).
- There are two Keyboard choices; click the one that most closely matches your keyboard.



## HELP



1. Click Help, then About to view the *Mavis Beacon Teaches Typing* information screen.
2. To access Finger Positions, click **Help** on the menu bar and then click **Finger Positions**.
  - Type a key on your keyboard and the *Mavis Beacon* Guide Hands show you which finger to use for that keystroke.
  - When you are finished practicing, click any of the highlighted menu bar choices to access another area within *Mavis Beacon Teaches Typing*.



**HINT:** To access the Quick Help feature of the program, click *Mavis Beacon* and she gives you a helpful hint.

# Mavis Beacon

## THE MEDIA CENTER



The Media Center is available only in the *Mavis Beacon Teaches Typing Deluxe* version.

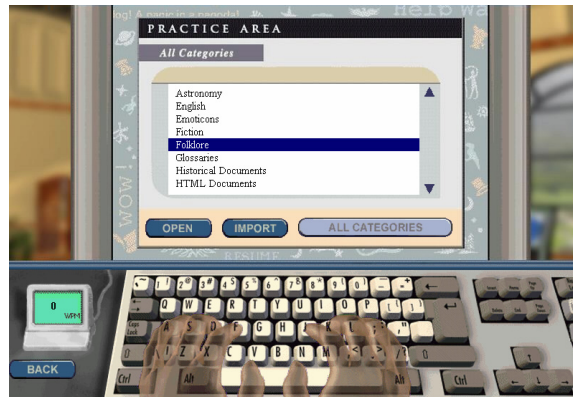
The activities in the Media Center give you the opportunity to learn more about ergonomics and to access additional typing lessons for practice.

- If you want more typing practice, click the computer screen at the front center of the Media Center to enter the Practice Area. The Practice categories offer you fun, new, and interesting exercises to help build and strengthen your typing speed and accuracy. The Practice topics include Astronomy, Emoticons, English, Fiction, Folklore, Glossaries, Historical Documents, HTML Documents, Job Search, Kids, Numbers, Poetry, Rain Forest, and Tests.
- Click the Holographic Sculpture on the table to the left to complete the Ergonomic Checklist and learn more about typing postures as well as home and office workspace design.
- Click the Globe, located at the left-rear of the Media Center, to log onto the Internet and link to the Broderbund Web site.
- The left kiosk in the Media Center is the Video Viewer. Click here to watch helpful videos about healthy typing techniques. These videos include topics such as Cumulative Trauma Disorders, Designing a Healthy Workspace, Making the Right Moves, and more.
- Click the Custom Lesson Designer, located in the kiosk at the right-rear of the Media Center, to create or modify your own lessons. The Custom Lesson Designer allows you to set your own personal speed and accuracy goals, as well as to import your own text files or use existing text from the program.



# Mavis Beacon

## Practice Area



1. To access the Practice Area from the **Navigation** menu, or in the Media Center, click the computer workstation in the front. You can also reach the Practice Area in the Classroom by clicking the computer workstation on the left in the back of the classroom.
2. To start a new lesson, first browse through the list of Practice Categories and find one that interests you. Use the up and down arrows on the right to see more options.
3. To open an article, you may either double-click it or click once to select it, and then click **Open**.
4. You may use your own text or text downloaded from the Internet, but make sure your file has been saved in a text or ASCII format. Save the file as a text file with a .txt extension to the directory or folder of your choice (for example, samptext.txt). Then, open your text file:
  - On the Practice Area screen, click **Import**.
  - Find the Practice Content text file you have downloaded. Select the file and click **Open**. Your text appears on the computer screen. You can now begin practicing.

**NOTE:** *Mavis Beacon Teaches Typing* monitors your overall progress with the typing statistics gathered only from the Classroom. Work completed in the Practice Area is not counted in your typing statistics.



**HINT:** To exit the Practice Area, click **Back** or click any option in the Navigation menu.

# Mavis Beacon

## Ergonomics Checklist



1. To access the Ergonomic Checklist, click the Holographic Sculpture in the Media Center, select Media Center under the Navigation menu and then choose **Ergonomic Checklist**.
2. Follow the onscreen instructions, and then click **Next** after completing each exercise in the Checklist.
3. The Help Description gives you information to guide you through the Checklist.
4. When you have finished, click **Next** or click the Evaluation tab to view an analysis of your choices.
5. You may click **Back** to go back in the list or click **Close** to exit the Checklist.
6. When the Video button is highlighted, you may click it to view videos pertaining to specific ergonomic issues.



**HINT:** To return to the Media Center from the Ergonomics Checklist, click the Media Center background visible behind the current screen or choose any of the options in the Navigation menu.





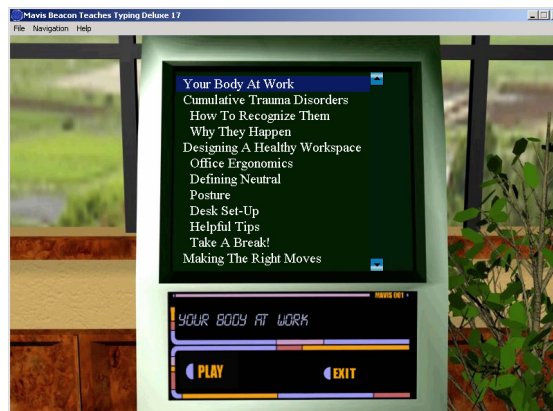
## The Globe



**NOTE:** You must be connected to the Internet and have Web browser software installed on your computer to use the Globe feature.

When you click the Globe at the left-rear of the Media Center, the *Mavis Beacon Teaches Typing* application is minimized, and your Web browser opens to the Broderbund.com Web site. From here, you can explore and purchase other software titles from Broderbund. When you are finished, close your Web browser window and click the *Mavis Beacon Teaches Typing* icon in your taskbar to resume your program.

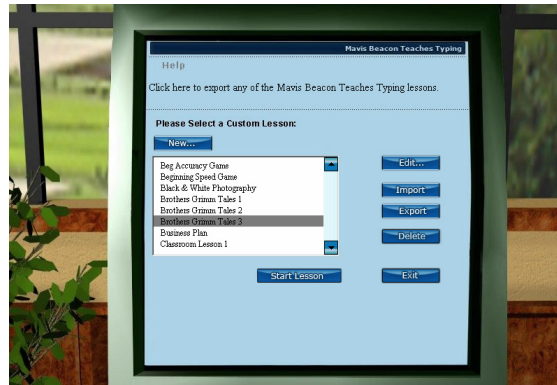
## Video Viewer



1. To watch a video, click the Video Viewer kiosk at the left rear of the Media Center. The kiosk displays a list of videos on its screen.
2. After selecting a video from the list, click **Play** at the bottom of the screen to view the video.
3. The cursor disappears while the video plays. Click the mouse to stop the video.
4. You can access the rest of the program from the Navigation menu.



## Custom Lesson Designer



1. To create your own typing lessons, click the Custom Lesson Designer kiosk at the right rear of the Media Center or choose **Custom Lesson Designer** from the Navigation menu.
2. The buttons on the kiosk allow you to work with your custom lesson. Click each of them to perform the following tasks:
  - New: Click here to create a new custom lesson.
  - Start Lesson: Click here to start practicing with a custom lesson.
  - Edit: Click here to modify a lesson from the list.
  - Import Lesson: Click here to import a lesson you created previously in the Custom Lesson Designer. The file may have been created by another user or may reside in a different location. This feature makes exchanging custom lessons easy.
  - Export Lesson: Click here to export any of the *Mavis Beacon Teaches Typing* lessons. Use this feature to save those lessons onto a disk to share with another *Mavis Beacon Teaches Typing* user, or move your typing lessons from one computer to another.
  - Delete Lesson: Click here to delete from the list the custom lessons you no longer need.



**HINT:** To return to the Media Center from the Custom Lesson Designer, click the Media Center background visible behind the current screen.

**NOTE:** The Custom Lesson Designer only supports 200 custom lessons. If you exceed 200 custom lessons, you will be prompted to delete a custom lesson in order to save another to the list.



### ***How to Design your Own Custom Lesson***

1. Click **New** from the Custom Lesson Designer screen.
2. Type a name for your custom lesson. Make certain to name each lesson with a different name to minimize the chance of confusion.
3. Select **Standard, Dictation, Speed Test, or Transcription** option as your lesson type.

**NOTE:** In Dictation lessons, Mavis Beacon reads sentences out loud as you type them. A Repeat Audio button is available if you need to hear her repeat the last 10 seconds of the lesson. In Transcription lessons, you arrive at a blank screen and type in passages from the back of this User's Guide.

4. Choose the lesson text to use from the list box or click **Import Text** if you want to import your own text. Click **Next** to continue.
5. Choose an environment for your lesson. Certain environments are not available for all types of custom lessons. Click **Next** to continue.
6. You can change the Limits of your lesson: Time Limit, Number of Errors, and Number of Words. Click **Next** once you have completed your settings.
7. Set the WPM/KPM and Accuracy goals for the lesson.
8. Click **Finish** to return to the lesson selection screen. **Back** takes you to the previous screen to modify any of the settings you selected.
9. Click **Start Lesson** to start your custom lesson, or click **Modify** to edit a previously saved custom lesson. Then select the lesson file name from the Custom Lesson list area, and click **Edit** to modify your custom lesson.

# Mavis Beacon

## Typing Games

*Mavis Beacon Teaches Typing* features twelve exciting games with different themes (14 games in the *Mavis Beacon Teaches Typing Deluxe* version). Play these games to build your typing speed, accuracy, rhythm, and endurance. The more your typing skills advance, the more challenging the games become.

**NOTE:** The activities in Typing Games are not connected to the feature in the program that monitors your typing progress.



*Mavis Beacon Teaches Typing Deluxe* contains two new games in addition to the twelve games in the standard version: Seven Seas Pirate Race and Crazy Catering.



## How to Use the Typing Games

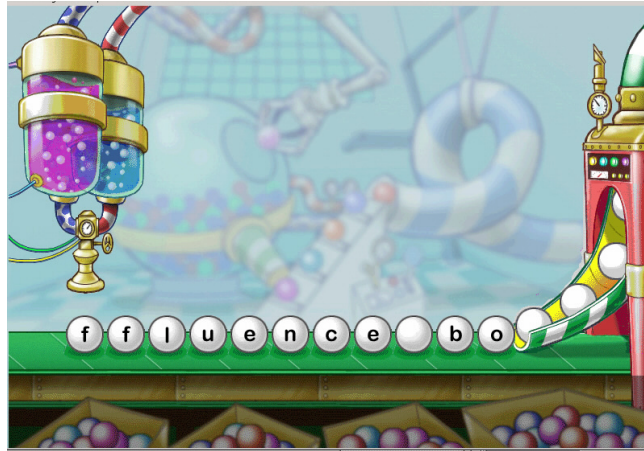
1. To enter the Typing Games area from the Classroom, click the Typing Games box on the table to the right of the monitor, or click **Navigation** on the menu bar, choose **Typing Games**, and then either choose the Typing Games menu or select one of the games directly.
2. Roll your cursor over the Typing Game titles in the list to identify each game and its purpose, then click to select the game you wish to play.
3. Follow the audio directions for gameplay or refer to the following sections in this User's Guide for instructions on how to play the games.



**HINT:** If you want to interrupt or pause a game at any time, press Escape (ESC), or choose **Pause Typing Game** under Typing Games in the Navigation menu. The Pause dialog box gives you the option to **End**, **Start Over**, or **Resume** the game from where you paused your gameplay.

# Mavis Beacon

## Gumball Gambit



The Gumball Gambit game will improve your typing accuracy. The object of the game is to paint all the gumballs from the gumball machine.

1. To play Gumball Gambit, watch the gumballs roll in from the gumball machine on the right. Type each letter as it appears on the gumball, proceeding from the left to right. When you see a blank space, press the Spacebar key.
2. Each time you type a letter correctly, the gumball is spray painted and moves along the conveyor belt.
3. If you type a letter incorrectly, the gumball cracks and the conveyor belt gets stuck. Type the correct character to spray paint the gumball and restart the belt.
4. The game ends when you paint all the gumballs and there are no more in the gumball machine, or when you make too many errors and jam up the machine.

# Mavis Beacon

## Chameleon Picnic



The Chameleon Picnic game helps build your typing accuracy. The object of the game is to make the chameleon eat all of the bugs.

1. To play Chameleon Picnic, watch as the bugs carrying letters march in from the right of the screen. Type each letter as it appears at the beginning of the line. When you see a blank space, press the Spacebar key.
2. Each time you type a letter correctly, the chameleon eats the bug carrying that letter.
3. If you type a letter incorrectly, the bug jumps into the grass. You must type the correct key for the Chameleon to continue. The game ends when the Chameleon eats all of the bugs, or if too many bugs have jumped into the grass.



# Mavis Beacon

## Space Junk



The Space Junk game helps you practice typing common word patterns or letter combinations such as *ing* and *ion*. The object of the game is to destroy all of the space debris.

1. To play the Space Junk game, the letters and word patterns appear on the screen and you must type each letter as quickly as possible. When you make an error, you must retype the pattern again.
2. The space debris is zapped away when you type the characters correctly. If you type incorrectly, the space debris crashes into your spaceship, affecting the ship's health. Watch the health diagram in the lower-right corner of the screen, and try to get rid of the space junk before your ship fails and the game is over.

# Maris Beacon

## Far Off Adventures



Far Off Adventures is a game that builds your typing rhythm and endurance. The object of the game is to keep your balloon traveling above the water until it reaches its destination.

1. To play the game, type the characters that appear in the lower part of the screen using a consistent rhythm. Speed is not the key to this game.
2. If you make too many errors or lose your rhythm the balloon crashes into the water and the game ends.
3. You succeed by keeping your balloon traveling above the water and reaching a secret destination.





## Check-out Time

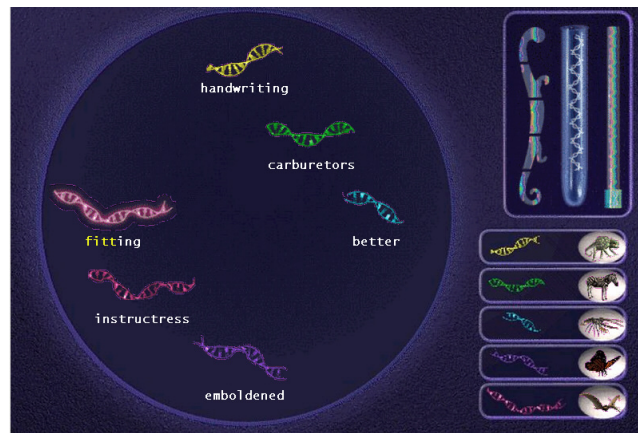


The game of Check-out Time helps you practice 10-key number keypad typing. The object of the game is to correctly enter the amount on the digital display.

1. To play Check-out Time, type each amount quickly and press **Enter** after typing each price. Grocery items move down the conveyor belt and across the scanner and the prices appear in the display.
2. If you type a number incorrectly, the grocery item falls on the floor with a splat. If you make too many mistakes, the game ends.

# Mavis Beacon

## Creature Lab

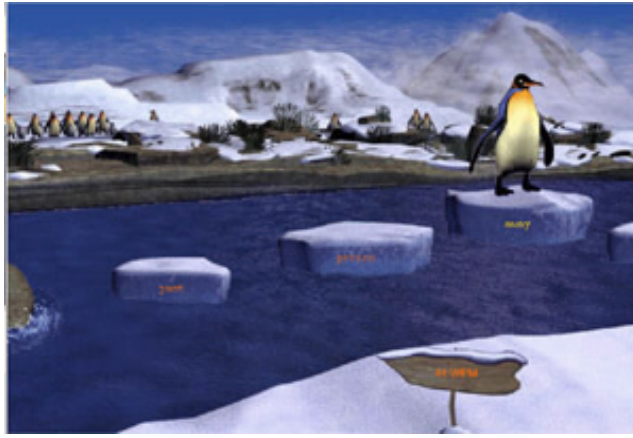


The Creature Lab builds your typing speed and accuracy skills. The object of the game is to collect the colored segments in the microscope view to complete the helix in the vial on the right before time runs out. Once this is achieved, your creature appears on the screen.

1. To play the game, quickly and accurately type the characters below the colored strands in the microscope view. The moment you key the first character, the game begins.
2. To build a single-colored creature, choose a creature from the display on the right near the bottom of the screen. To the left of each creature is a colored segment that corresponds with a strand in the microscope view. Type the characters under the colored segment that match the creature you wish to build.
3. When a body segment is typed correctly, the animal icon, located at the upper right, fills in a section. Begin at the tail and repeat this process until the body, limbs, and head are complete. The glass vial next to the animal icon shows how far you have moved through the current section.
4. Choose characters or colored segments from anywhere in the microscope view. You do not have to begin at the top. If you make an error, the program waits for you to correct it before proceeding.
5. If you are typing in Standard mode, each onscreen word begins with a different letter. For example, if the word *Game* appears, no other word begins with the letter *G*. Once you key the first character, you are committed to completing that word, and you cannot backspace. When you are typing in 10-Key mode, there are no number strings beginning with the same number.
6. The indicator on the time gauge at the top-right of the screen moves upward as the game progresses. The gray area below the indicator represents the elapsed time.
7. Winning the game depends on fast and accurate typing. You will lose the game if you make too many mistakes or type too slowly. Your creature appears onscreen after you successfully complete all of its body parts up to the head.

# Mavis Beacon

## Penguin Crossing



The Penguin Crossing game helps build your speed and accuracy. The object of the game is to type the characters on the icebergs before they smash into the rocks.

1. Once the penguin jumps onto an iceberg, type the characters on the iceberg as quickly as possible. If you make an error, the program waits for you to correct it before proceeding. The penguin jumps from one iceberg to another.
2. Each time you type a character string correctly the penguin jumps to another iceberg. If you do well, the penguin will cross the river.
3. If you make too many mistakes or type too slowly, the game ends.

# Maris Beacon

## Road Race

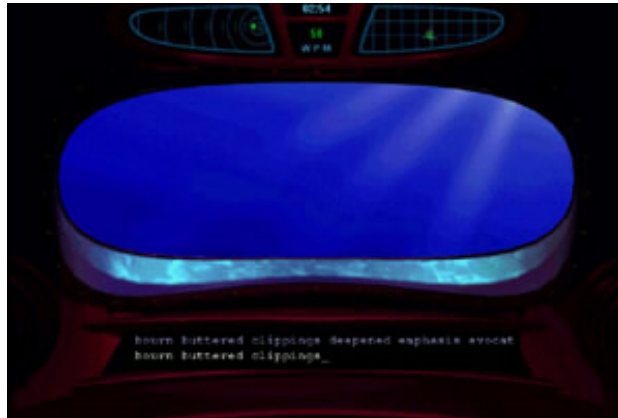


The Road Race game helps build your typing speed. The object of the game is to stay ahead of the other car by typing as fast as you can.

1. To play Road Race, type each character as quickly as possible when it appears in your dashboard display.
2. Each time you make an error, a bug splats on your windshield. If too many bugs splat on your windshield, the game ends.
3. The gauge on the left side of the dashboard shows your WPM or your KPM.
4. The gauge on the right side shows your accuracy (ACC) level.

# Maris Beacon

## Shark Attack



Shark Attack helps build your typing speed. The object of the game is to stay ahead of the shark, which will eat you if you type too slowly.

1. To play Shark Attack, type the characters as quickly as possible when they appear in the display under the shark pool.
2. If you type too slowly the shark appears in the window. As the shark gets closer his mouth opens wider and wider, showing more teeth each time. Type faster to keep your submarine ahead of the shark.
3. Each time you make a typing error a squid splats on the window and the shark's mouth comes closer. If you make too many mistakes the shark eats your submarine and the lesson ends.
4. The gauge above the window displays your WPM or KPM.

# Mavis Beacon

## Ride the Wave



Ride the Wave is a game to improve your typing speed and accuracy. The object of the game is to power your jet ski ahead of the competition.

1. To play the game, type each character that appears on your jet ski screen as quickly and as accurately as possible.
2. When you make an error or type too slowly, water will splatter on your visor and the other jet ski will start to pass you. Increase your typing speed and accuracy to move forward and take the lead again.
3. The timer located below the typing area clocks how much time remains in your race.
4. When you correctly type all the words in the time allotted, you'll be first across the finish line.
5. If you make too many errors or run out the clock, your jet ski sinks and the game is over.

# Mavis Beacon

## Undersea Karaoke



Undersea Karaoke will help you build your typing accuracy. Pick a song from the karaoke machine, and then play that melody for the undersea crab by typing letters that appear as bubbles on your keyboard. If you can type the keys correctly, you will hear one of four songs.

1. To choose a song, click the arrows to scroll through your options.
2. To play the game, type each of the letters you see on the bubbles. After each letter you type, another letter will be highlighted.
3. This game doesn't track your WPM (Words per Minute) but keeps a score instead. You receive one point for every letter you type.
4. Complete the song before your time runs out! The timer is in the lower-right corner of the screen.



# Mavis Beacon

## Crazy Catering



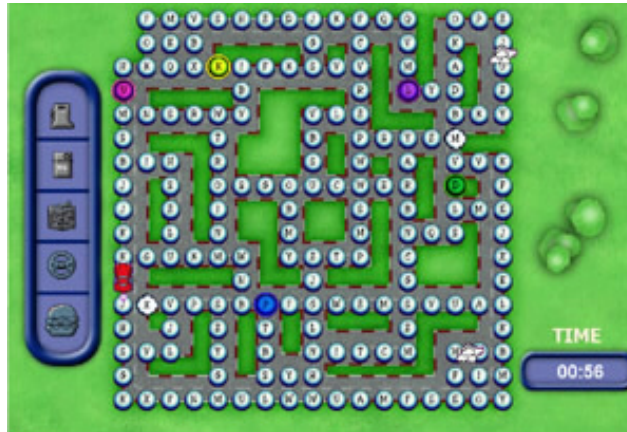
There's a big dinner party going on tonight, but the caterer is sick! Can you help him cook up a tray of tasty dishes by using your typing skills?

1. Type three words to pick a dish for the dinner party. Typing two or three words of the same color will provide you with a dish that matches the type of food in the color-coded cupboards on the kitchen wall. For example, typing two or three red words will pick a random beverage for the dinner party! If you type three differently colored words, the resulting dish will be chosen randomly from the three food groups that you typed. For example, typing red, green, and purple words could result in a beverage, meat, or dessert dish.
2. The caterer needs five dishes on the tray to serve them at the party. Look at the tray in the upper right to see how many more dishes you'll need to put together.
3. If you make an error, the game will not advance until you type the correct letter.
4. Each word begins with a different letter. For example, if the word *Game* appears, no other on-screen word begins with the letter G. Once you type the first letter of a word, you need to complete that word before starting on another one. You may not backspace.
5. The timer is located in the bottom right of the screen.



# Mavis Beacon

## Road Trip



Build your typing speed by navigating your car through a maze of letters to find the five items you need in order to leave on a road trip.

1. Type any letter next to the car to move it through the maze.
2. If your car hits a Smog bubble, a line of letters will appear that you will need to type to make the bubble disappear.
3. Each of the colored letters in the maze represents one of the five items you need for the trip. Check the area on the left side of the screen to see how many more items you'll need to get.
4. Make sure to find all five items before time is up!

# Mavis Beacon

## Seven Seas Pirate Race



Can good pirate Blue-Storm (captaining your ship) beat evil rival pirate Red-Storm to win all of the treasure on the nearby Treasure Ship?

1. Type the letters that appear on the bottom of the screen to make Blue-Storm's ship blow ahead of rival Red-Storm's ship.
2. The faster and more correctly you type, the faster Blue-Storm's ship goes. Stay ahead of Red-Storm's ship to win the game.
3. If your time runs out and Red-Storm's ship reaches the Treasure ship before Blue-Storm's ship, or you make too many mistakes, Red-Storm's evil pirates win.

## PRACTICE

### Transcription Lessons

Throughout your typing career you will work from printed text often, whether it is letters, manuscripts, or other documents. Occasionally, the *Mavis Beacon Teaches Typing* program asks you to practice typing text from your manual. Each of the following exercises is numbered and easily identified for those occasions. You use this text additionally when constructing custom transcription lessons.



**HINT:** To exit the Practice area, click the Back button, or choose any of the options from the Navigation menu.

**NOTE:** Each of these exercises presents as many key combinations as possible and sometimes employs extra punctuation for added practice. Do not use them for grammar or punctuation practice.

### Exercise 1

Typing while looking at another page can be a challenge! However, businesses all across the country expect this of a typist. Once you master the technique, it's not only a challenge, but also a lot of fun. If your boss hands you a messy, scratched-out handwritten scrap of paper that he wants sent to a business associate, you know that a lot is riding on it.

Everything depends on you! There is a sense of pride a good typist feels in creating a beautifully typed, finished letter or report (especially when he or she saw that "messy scrap" of paper that originally contained the information)!

So, while the learning might go slowly and the road seems a long one as you begin to type, always remember that this skill will make a great difference in your future. Whether you will be typing office work, essays for school, or merely correspondence for yourself, your skill at typing will increase your productivity while it perfects the presentation of your work.

### Exercise 2

Samantha loved her birthday. It was on Halloween! This year she invited her entire class.

Her birthday cake was going to be a giant orange cake shaped like a jack-o'-lantern. They were going to play "Pin the Sheet on the Ghost" and eat candied apples! But what costume should she wear? She thought and thought. Her birthday got closer. Finally, her birthday was the next day. She still had no ideas!

Her mother and father helped her think. Did she want to be a princess? A clown? A fairy? No,



none of those ideas was just right. Finally, when Samantha was getting very sad, her cat Collette jumped in her lap.

Suddenly Samantha knew what she would be! And at her birthday party the next day, Samantha did indeed have the best costume. Her costume had two little black ears, white fuzzy whiskers, and a long black tail! What was she?

### **Exercise 3**

How you dress can say quite a bit about you. This fact couldn't be more pertinent than when you begin a job search. Remember, the person interviewing you is trying to get to know as much about you as possible in a very short amount of time, sometimes in one-half hour or less. He or she is looking closely at every detail about you to help him or her make the final decision about whether you will be right for the job. Your style of dress doesn't make your career, but it helps.

Generally, if you have a question about an outfit, don't wear it. In most cases a more traditional "look" is the wisest choice. A clean, crisp appearance is always better than sporting the latest fashion craze.

Whether you choose a skirt, dress, or pants (for women, of course!) or a coat and tie or suit (for men), make sure that these clothes are freshly cleaned and pressed and that the colors are flattering to you. A fresh, uncluttered appearance might well give the indication that you perform fresh, uncluttered work. This theory might sound silly or strange, but think how many times you have judged someone by how he or she is dressed ("Oh, he was just wearing old tennis shoes and ugly shorts!"). So, next time you head out the door to meet someone important, stop by the mirror and give yourself the once-over!



#### **Exercise 4**

To: All Employees

From: Larry Walker, Information Resources

Date: September 9, 2004

Re: Volunteer Opportunity

I want to let all employees know about a nonprofit organization in our community that really deserves our support. It's the Westside Computer Resource Center.

The Westside Computer Resource Center has been in existence since 1994. Its mission is to take broken, discarded, or outdated computers and repair and rebuild them. It then donates the newly refurbished machines to schools, other nonprofits, Third World countries, and other deserving recipients, completely free of charge.

In addition to its recycling and repair service, the WCRC offers free technical training to young people and others who may not be able to afford it otherwise.

I have been working with the WCRC for the last six months, and would like to urge you to have your department donate old computers, parts, and peripherals to us. WCRC also needs volunteers to spend a few hours a week to help repair and rebuild computers, as well as assist in its training program. If you are interested in helping the WCRC, please call me at Extension 346.



### **Exercise 5**

Mr. Lawrence Nigel  
President  
Advertising Creations  
1478 23rd Ave. NE  
San Francisco, CA 94586

Dear Mr. Nigel,

Your current San Francisco Examiner ad for an Account Assistant caught my eye because the position combines my present work experience and career goals.

As you can see by my enclosed resume, I currently work as a Public Relations Assistant for La Cuisine Luxe, a small gourmet foods company. We supply all the pastries and elegant picnic items for the specialty food shops at Drake's and Lawrence-Lytton department stores.

As I know your firm specializes in food and beverage advertising, I feel certain that my expertise in this area, coupled with my drive to enter the field of advertising, would make me an attractive addition to your company.

I will follow this letter with a phone call later this week so that we might arrange an interview time.

Regards,



### **Exercise 6**

Mrs. Douglas Hennesy  
1890 45th St. NW  
Sacramento, CA 95816

Dear Mrs. Hennesy,

As a Berkton's Department Store preferred customer, you are eligible for entry into our "Hawaiian Get-Away for Two"! And all you have to do is come to our "Perfect Beauty" Care Salon on the third floor and pick up your free gift.

Throughout the year, we here at Berkton's have appreciated your patronage. You saw us through those long winter months of our Care Salon renovation as well as the "face lift" we've given to our Cosmetics Department! That's why we want to help you get away from it all for a Hawaiian vacation! And to make the wait for your winning ticket all the more pleasurable, we'd like to offer you a sample of our newest skin care line from Switzerland called "La Beaute Eternelle." This series of amazing products makes skin care a delight!

So, just visit our "Perfect Beauty" Care Salon any time between the hours of 10:00 a.m. and 6:00 p.m., Monday through Saturday, to pick up the "La Beaute Eternelle" care kit created just for you! And while you're there, register for your "Hawaiian Get-Away For Two."

Thank you again for being such a special customer to us. See you in Hawaii!

Sincerely yours,

Carolyn A. Smathers  
Divisional Merchandise Manager



# Maris Beacon

## Exercise 7

For as long as anyone could remember, Rockland Middle School had great school dances. This year's Dance Committee needed all the help it could get to keep up the tradition.

As Committee Chairpersons, Denise Dunlap and Jonah Clark had to make decisions and get everyone working quickly and efficiently. There was certainly no time for disagreements between them. But just one week before the fall Welcome Dance, that is exactly what happened.

Jonah phoned Denise to ask her to help call the people in charge of decorations, refreshments, tickets, and clean-up. Denise had just finished talking to each of them at school that day, and thought Jonah wanted her to call them again. She didn't think that was necessary. "They know what to do," she responded with annoyance.

Jonah felt angry and said, "I was just making a suggestion!" "No, you weren't," blurted Denise. "You just like to order everybody around, including me!" "What?!" said Jonah. "Wait a minute-no, I don't. But we've got to talk to these people to see if they're organized for next week. I'll call them if you can't." He hung up the phone in anger.

Denise began to cry. She didn't want to, but the tears just came. Her older sister Liza came in and asked her what was wrong. She tried to explain. Liza asked, "Did Jonah know you already talked to everyone?" "I think so," said Denise. "He was right there at lunch when I was talking to everybody." "Well, maybe he didn't," suggested Liza. "Why don't you call him back?"

Denise decided to take her sister's suggestion. There was no way she and Jonah could make it through a whole year of planning if they didn't get along.

Sure enough, Jonah didn't know she'd talked to everyone, and both of them realized that if they were going to work together, they really needed to be very clear with each other to avoid problems and remain friends.



### **Exercise 8**

Dear Friends,

Last week while I was in the hospital, your cards, phone calls, and visits made it one of the best times of my life-so far! I know that seems funny, but it's true. I never knew how much friendship meant until I experienced all of your kindness.

They say having an appendix out is pretty painful, but it only hurt when you guys made me laugh, which was every afternoon when many of you came by to keep me company! Even my surgeon said she'd like to hire some of you to help the rest of her patients heal as quickly as I did.

I look forward to getting back to school in a few more days, but I just wanted you all to know I think you're the greatest. Thanks a lot for everything.

Your friend,

Jana

# Maris Beacon

## Exercise 9

You can really make a difference wherever you work, not just because you will take care of a certain percentage of the office workload, but with your attitude as well. When surveyed, many employers ranked an employee's attitude as high as the amount of work he or she completed on a daily basis.

"Attitude" can be as simple as a smile and a cheery "Good Morning!" at the beginning of a workday. As simple as this sounds, you would be surprised at how few employees ignore this simple courtesy. Certainly, on not all days are you going to feel "on top of the world," but before you start taking out how you might feel on your employer or fellow employees, put the shoe on the other foot.

How would you feel if you were starting out Monday, typing out an important report for your employer, and he bursts into the office with a sour look? He greets your "Good Morning!" with barely a grunt, then storms away and slams his door. More than likely, you would feel hurt, frustrated, and perhaps even angry that he took his problems out on you. Of course, what he is doing isn't fair, but he isn't thinking of being fair. He is only thinking of himself.

And that's the point. He is only thinking of himself. His anger toward you has not alleviated his problem; in fact, it has made the day worse for you both. If he were to have thought of you and your feelings (especially since you probably had nothing to do with his "beginning of the week" ill humor), he might have swallowed his anger and greeted you in a more cordial manner. Of course, the reasons for his fury would still exist, but you would be more likely to offer help, rather than turn your back.

This scenario is reversible. You could be the angered one and your employer or other office staff be the recipients of your dark mood. All the same advice applies. Try to keep your anger from influencing your work and work-related relationships. Put yourself in the other guy's shoes.

# *Maris Beacon*

## **Exercise 10**

Should you gain employment in an office as part of the office support staff, you may not always take part in the actual “business” of a business meeting, but your work is vital to its success. Secretaries or administrative assistants who work closely with executives in charge of business meetings have extra responsibilities, and often have to take charge of important aspects of these events.

Preparation for the conference might include offering alternatives for when and where the meeting will take place, confirming any guest speakers, checking that all who are expected to or desire to attend know the necessary details, and perhaps even helping prepare visual aids for the presentation.

It is during the meeting itself that the term “support staff” really comes to life. An efficient assistant is always ready to make sure this event comes off successfully. The duties here might include readying the hall or conference room (Do the people attending need paper? Pens? Individual pitchers of water?) and even greeting the guests as they arrive. The assistant should be ready to give an account of whom attended.

Follow-up after the meeting depends on the executive in charge. The room or hall must return to its original condition, and the assistant tends to the further comfort of the attendees. Follow-up correspondence and a financial report of the meeting’s expenses are also jobs the assistant may perform. As you can see, in business as well as architecture, without support, the “structure” will fall!

# Mavis Beacon

## Exercise 11

Henry always wished he could fly. He would climb up to the top of his parents' apartment building in New York every night. The building was very high. And every night he imagined flying high above the city. Zoom! Swish! How he loved it!

But it was also dangerous. At least that's what his parents said. "What would happen if you fell?" they demanded when they found him up there one night. As punishment, Henry had to go to bed early for a week.

Henry was very angry. His parents had robbed him of his most favorite thing! He would show them. He would sprout wings that night and fly away! Boy, would they miss him then! With all of these angry thoughts swirling around in his head, Henry went to sleep.

But he woke up soon because he couldn't get comfortable. His back itched. He reached around to scratch it and felt feathers! He had grown wings! Quickly, Henry opened his window and jumped out. He knew his wings would carry him and they did! It was better than he had ever dreamed. He flew over Times Square, the Empire State Building, and everything just as if he were a bird!

Then, suddenly, one by one, his feathers fell out! Oh, no! Henry was falling...Thud! He hit the ground.

Then Henry woke up. It had all been a dream. And he realized that the ground was the best place to be.

## Exercise 12

Dear Sir or Madam,

Thank you for sending me your winter catalog of camping equipment. Your prompt response will help me receive my new camping gear before our family 4th of July outing!

I would specifically like to order the "All Weather Wear" parka with "zip-outable" lining in a size medium in red. The stock number is #4560021. I would also like to order your extra-thick thermal over-socks in a size small in blue. That order number is #6731349.

Enclosed is a money order for a total of \$53.15 plus 8.5% California sales tax and \$3.50 postage and handling. My address is: 1234 East Vermont St./Los Angeles, CA 90027. I look forward to receiving my order, and Happy (early) July 4th!

Regards,



## **DICTIONARY LESSONS**

### **D1 Lesson 1**

- D1W01 Dear Mrs. Monroe,
- D1W02 Thank you for your recent catalogue order.
- D1W03 Unfortunately, the dress is temporarily out of stock,
- D1W04 so we cannot guarantee that you will have delivery of this item
- D1W05 within the usual ten days.
- D1W06 However, we anticipate that you will have received the dress
- D1W07 within two weeks of receipt of this letter.
- D1W08 We apologize for any inconvenience this has caused you.



## **D2 Lesson 2**

D2W01 Dear Mom,  
D2W02 What's happening?  
D2W03 Did Sammy get over the flu yet?  
D2W04 Did you get your hair cut like you said you would?  
D2W05 I was able to get most of my classes finally,  
D2W06 but some are in the morning and some are in the afternoon.  
D2W07 I'll be running back and forth to the dorm a lot.  
D2W08 I spent a lot more money on books than I had anticipated  
D2W09 because I had to buy all new ones.  
D2W10 This has left me a little short,  
D2W11 and there's a big ski weekend coming up soon.  
D2W12 Could you please send me some more money right away?  
D2W13 Remember, the more you send me, the less I'll pester you.  
D2W13 Love you all,  
D2W14 Stacy





### **D3 Lesson 3**

D3W01     Dear Hotel Pacific:

D3W02     I would like to reserve a deluxe suite for two people at your hotel

D3W03     for the three nights of October 7th, 8th, and 9th.

D3W04     I hope that the deluxe suite is still furnished with two queen size beds,

D3W05     a microwave oven, and a small refrigerator.

D3W06     We would like a room higher than the eighth floor

D3W07     looking down on the pool area.

D3W08     If you cannot fulfill this request as stated,

D3W09     please notify me at once.

D3W10     Thank you for your immediate attention to my request,

D3W11     Joan Gordon



#### **D4 Lesson 4**

D4W01 Dear Mr. Johnson:

D4W02 Enclosed please find my resume in response to your advertisement for a systems analyst.

D4W03 My current position as an applications consultant with Crossbase Corporation

D4W04 has provided me with a broad range of experience

D4W05 with both mainframe and personal computers.

D4W06 I have programmed in several languages, but more importantly I have prepared requirements,

D4W07 tested, and implemented system changes.

D4W08 I have worked closely with both users and programmers

D4W09 to develop applications that accurately produce the necessary results.

D4W10 I would appreciate the opportunity of discussing how my qualifications

D4W11 fit your requirements.

D4W12 Sincerely,

D4W13 Mary Chan



## **D5 Lesson 5**

D5W01 Dear Mr. Johnson and Ms. Brown:

D5W02 Thank you for taking the time to meet with me today.

D5W03 I was most impressed with the wide variety of projects

D5W04 under development in your department.

D5W05 I am sure that this is an environment which would provide me with opportunities and challenges.

D5W06 I feel that my programming skills

D5W07 would be an enhancement to the skills of others in your department,

D5W08 and my analysis experience is the equivalent of the job requirements.

D5W09 I want you to know that I am very interested in the position,

D5W10 and I look forward to hearing from you.

D5W11 Sincerely,

D5W12 Mary Chan



## **D6 Lesson 6**

D6W01     Dear Laura:

D6W02     Per our conversation yesterday,

D6W03     I'm changing the advertising concept

D6W04     for the introduction of our dental hygiene products.

D6W05     I agree with you

D6W06     that our television advertising campaign should focus primarily

D6W07     on the evening hours between 6:30 p.m. and 11 p.m.,

D6W08     even though the expense is far greater than other hours.

D6W09     I also agree that a more personalized approach is in order.

D6W10     We will have a new proposal available

D6W11     by our regularly scheduled appointment this Friday.

D6W12     Thank you for your valuable input.

D6W13     Mark

# Maris Beacon

## D7 Lesson 7

- D7W01 I had both good news and bad news from my employer six weeks ago.
- D7W02 The good news was that I had qualified for a special training class at the company's headquarters.
- D7W03 The bad news was that the company's headquarters
- D7W04 was in a different city,
- D7W05 over 200 miles away.
- D7W06 Since the expense of having a substitute home for six months was all mine,
- D7W07 I wanted to find the most economical apartment available.
- D7W08 A friend told me that she knew of a marvelous,
- D7W09 inexpensive room for rent,
- D7W10 but I didn't want to live in someone else's home.
- D7W11 So instead of looking at it,
- D7W12 I spent a whole week looking at every apartment in the city.
- D7W13 Something was decidedly wrong with every one of them.
- D7W14 Finally, in desperation,
- D7W15 I went to look at that room for rent.
- D7W16 And guess what?
- D7W17 I loved it.
- D7W18 I learned a little lesson there.
- D7W19 Always investigate the most obvious solution first
- D7W20 so you don't waste time.



## **D8 Lesson 8**

- D8W01      Welcome to the Neighborhood!
- D8W02      We at the Smith Department Store
- D8W03      would like to congratulate you on the purchase of your new home
- D8W04      and hope that you will enjoy exploring decorating possibilities with us.
- D8W05      We offer a vast array of drape and carpet textures and colors
- D8W06      as well as a wide selection of coordinating bedroom and bath accessories.
- D8W07      As an added bonus,
- D8W08      we have a professional decorator on duty from 1 p.m. to 9 p.m.
- D8W09      to aid you in achieving just the right effect.
- D8W10      And because we know expenses are high at the beginning of new home ownership,
- D8W11      with your good credit you may defer payment on your purchases for up  
to six months.
- D8W12      Come in and see us soon.
- D8W13      Bring this letter and receive a free gift in our Carpet Department.



## **D9 Lesson 9**

D9W01 Dear Mr. and Mrs. Anderson and Family:

D9W02 Why not do something different this winter?

D9W03 Get away from the cold, dreary, and wet weather

D9W04 and relax in the sunny, temperate climate of Arizona.

D9W05 We at the Arizona Resort Association

D9W06 want to offer you the opportunity to get away

D9W07 to a free week of family fun

D9W08 at one of our delightful living centers.

D9W09 Stay in a modern, furnished condominium

D9W10 and participate in water sports or golf.

D9W11 Join our structured activities for young and old at our recreation center.

D9W12 Or just rest, assured that your stay will be customized to your requirements.

D9W13 We have enclosed a brochure for your inspection.

D9W14 Our next orientation meeting for this offering

D9W15 is scheduled for the evening of May 7, 1996.

D9W16 Please telephone us at

D9W17 415-555-6784 for reservations.

D9W18 We're looking forward to meeting you.

D9W19 Your friends at the Arizona Resort Association.





## **D10 Lesson 10**

- D10W01 Dear Executive:
- D10W02 The success of any lunch or dinner conference
- D10W03 depends on more than your notes and overhead projections.
- D10W04 Success depends on a suitable atmosphere.
- D10W05 If you meet in the banquet room of a restaurant,
- D10W06 service, noise levels, and distractions
- D10W07 may ruin the concentration of your audience.
- D10W08 This may spell disaster for your meeting as well as your reputation.
- D10W09 So why not have your conference catered by Classy Caterers?
- D10W10 It is our business to make your business meeting run smoothly.
- D10W11 Our personally prepared meals are perfect for any lunch or dinner meeting.
- D10W12 You may choose that perfect meal from our vast menu,
- D10W13 or for that special meeting, we will be happy to customize each meal for you.
- D10W14 Your food will be delivered at the exact time you specify,
- D10W15 and your guests will have our undivided attention.
- D10W16 By the time you're ready to get down to business,
- D10W17 we will have satisfied your guests and they'll be prepared to concentrate.
- D10W18 We are waiting to serve you!



## **TYPING BUSINESS LETTERS**

All formal letter formats contain the same basic elements. These are the Letterhead or Originating Address (your address), Date, Inside Address (address of the recipient), Salutation, Body of the Letter, Complimentary Close, and Reference. The illustration below shows the position of each of these elements.

November 20, 2000

Greg Matterion

V.P. New AccountsChroma Copier  
15724 Ventura Blvd.  
Studio City, CA 94216

Re: "XL-1000" service contract

Dear Greg,

As per our conversation of Tuesday, November 17, here is the completed service contract for our new "XL-1000" copier. We have decided to purchase the three-year contract instead of the standard one-year service guarantee. A check for the \$375 total is enclosed.

Your assistant, Jerry Kershin, telephoned yesterday and went over some of the specifics of the contract. It is my understanding from him that we must provide insurance protecting our office staff as well as your company in the event of damage to or destruction of the leased equipment. For your reference, our insurance company is Travelstone Inc., located here in Los Angeles.

Thank you for the extra time and consideration you have taken in handling our account. We look forward to a long and fruitful association with Chroma Copiers.

Regards,

Marion Roberts  
Office Operations

Enc.

400 SUNDANCE BLVD. • LOS GATOS, CALIFORNIA 94947 • PHONE 319.378.7319



### **1. The Letterhead or Originating Address**

Many people use preprinted letterhead stationery for both business and personal use. For business use, your name, company address, and telephone number are usually included. For personal use, many people simply use their names, but your home address may be added as well. This information is located at the top of the first page of your stationery, and usually takes up about two inches of space. The letterhead may be centered, or flush left or right depending on letter style (we discuss this later).

If you are using blank stationery for business with no preprinted letterhead, then type your address and telephone at the top of the page. You may either center it or place it flush to one side. Do not type your name; save that for the Complimentary Close.

### **2. The Date**

Type the date below the letterhead. Depending on the letter style you choose it can be flush to one side or centered. Whatever the case, the following rules apply:

- a. The date is typed two lines below the letterhead.
- b. The name of the month is typed in full.
- c. A comma separates the day of the month from the year, for example, January 12, 2005.

### **3. The Inside Address**

Type the address in full, including the name and title of the person to whom you are writing. Make this address similar to the one on the envelope. The title may be placed on the same line as the person's name, such as:

Lorena Samson, Chair

Or on the next line:

Lorena Samson  
Chair

If the company address takes up more than two or three lines, you might want to put the title and name on the same line. However if Lorena's title were long, such as "Assistant Manager Product Storage, Retrieval and Development, Section II-IA," you might want to separate things out to keep the address neat. The point is to keep everything clear and easy to read. For example:

Lorena Samson  
Assistant Manager,  
Product Storage, Retrieval  
and Development, Section II-IA



### 3. The Inside Address (continued)

The company address goes under the company name. If it is too long, follow the same example as with the title:

Lorena Samson  
Chair  
The Great Midwestern, Atlantic  
and Pacific Insurance Cartel, Inc.

The street address is typed below the name and title. Again, type what is going to be on the envelope. Here are a few guidelines:

- a. Use numbers for all buildings except the number One (as in "One Broderbund Plaza").
- b. Use numbers for streets, avenues, and so on above the number 10.
- c. Write out directions such as North or South; abbreviate city directions such as Northeast to NE.

Type the city, state, and zip code beneath the street address. Learn and use the zip code abbreviations for the names of the states.

Sometimes an "attention" or "re" line exists below the last address line and before the salutation. This directs your letter to one specific person or department, or declares what the letter is about. Upon completing the last address line, insert one blank line and press **Enter** or **Return**. Now type your "attention" or "re" line flush, indented, or centered and press **Enter** or **Return**. Insert one blank line and press **Enter** or **Return**. Type the salutation.

Here is an example of each:

Lorena Samson  
Chair  
Bank of America  
6900 Melrose Ave.  
Los Angeles, CA 90035

Re: Updated deposit procedure

Bank of America  
6900 Melrose Ave.  
Los Angeles, CA 90035

Attn: Accounts Receivable



#### **4. The Salutation**

If you know the person to whom you are writing, the salutation generally begins "Dear..." and if you know the person well you may use his or her first name. If you do not know the person, you might put "Dear Mr. or Ms." with a name or perhaps a generic "Dear Sir or Madam" without a name at all. In any event, be courteous and do not assume any familiarity.

#### **5. The Body of the Letter**

Organize your letter into paragraphs and type it single-spaced. Depending on its style (discussed later), the first line of each paragraph is either indented five spaces or flush left. Always double space between paragraphs.

#### **6. The Complimentary Close**

The words you choose to close your letter reflect the impression you want to leave with the reader. "Regards," "Very truly yours," and "Sincerely" are the usual endings, but you may choose another closing with which you are more comfortable. When in doubt stick with something more formal.

Following the closing skip four lines and type your name, or the name of the person who has written and is signing the letter.

#### **7. The Reference**

References are typed several lines down from the signature, depending on space available. They may tell the addressee who wrote and then who typed the letter. In this example, Sam Bronson typed a letter for his employer, Lorena Samson:

LS:sb

References can indicate enclosures (attached pages) in a letter. There are three ways of stating this enclosure:

Enc. Enc. (5) Enclosure

They can also designate who received copies of your letter.

c.c.: Jack Remme  
Mary White

Postscripts may replace a reference.

P.S. Your immediate reply is urgently awaited, Lorena.



## **Four Business Letter Forms**

This section covers briefly the basic business and formal letter styles possible. The examples provided are only some of the possible formats.

Most traditional business or personal letter styles can be broken down into two basic types: block and indented. Here are illustrations of the four most common forms:

### ***Full Block Style***

February 29, 2004

Greg Matterion

V.P. New AccountsChroma Copier  
15724 Ventura Blvd.  
Studio City, CA 94216

Re: "XL-1000" service contract

Dear Greg,

As per our conversation of Tuesday, November 17, here is the completed service contract for our new "XL-1000" copier. We have decided to purchase the three-year contract instead of the standard one-year service guarantee. A check for the \$375 total is enclosed.

Your assistant, Jerry Kershin, telephoned yesterday and went over some of the specifics of the contract. It is my understanding from him that we must provide insurance protecting our office staff as well as your company in the event of damage to or destruction of the leased equipment. For your reference, our insurance company is Travelstone Inc., located here in Los Angeles.

Thank you for the extra time and consideration you have taken in handling our account. We look forward to a long and fruitful association with Chroma Copiers.

Regards,

Marion Roberts  
Office Operations

Enc.

400 SUNDANCE BLVD. • LOS GATOS, CALIFORNIA 94947 • PHONE 319.378.7319

The full block style is the most formal. In this form, type all elements: Letterhead, Date, Inside Address, Salutation, Body of the Letter, Complimentary Close, and Reference, from the left margin. The paragraphs are not indented.



**Standard Block Style**

February 29, 2004

Greg Matterion

V.P. New Accounts, Chroma Copier  
15724 Ventura Blvd.  
Studio City, CA 94216

Re: "XL-1000" service contract

Dear Greg,

As per our conversation of Tuesday, November 17, here is the completed service contract for our new "XL-1000" copier. We have decided to purchase the three-year contract instead of the standard one-year service guarantee. A check for the \$375 total is enclosed.

Your assistant, Jerry Kershin, telephoned yesterday and went over some of the specifics of the contract. It is my understanding from him that we must provide insurance protecting our office staff as well as your company in the event of damage to or destruction of the leased equipment. For your reference, our insurance company is Travelstone Inc., located here in Los Angeles.

Thank you for the extra time and consideration you have taken in handling our account. We look forward to a long and fruitful association with Chroma Copiers.

Regards,

Marion Roberts  
Office Operations

Enc.

500 REDWOOD BLVD. • NOVATO, CALIFORNIA 94947 • PHONE 319.378.7319

The standard block style continues with all elements flush left, with exception to the Date, Complimentary Close, and Reference. These begin at the center of the page. This form, while not quite as rigid as the full block style, is still very formal.





## ***Semiblock Style***

February 29, 2004

Greg Matterion

V.P. New AccountsChroma Copier  
15724 Ventura Blvd.  
Studio City, CA 94216

Re: "XL-1000" service contract

Dear Greg,

As per our conversation of Tuesday, November 17, here is the completed service contract for our new "XL-1000" copier. We have decided to purchase the three-year contract instead of the standard one-year service guarantee. A check for the \$375 total is enclosed.

Your assistant, Jerry Kershin, telephoned yesterday and went over some of the specifics of the contract. It is my understanding from him that we must provide insurance protecting our office staff as well as your company in the event of damage to or destruction of the leased equipment. For your reference, our insurance company is Travelstone Inc., located here in Los Angeles.

Thank you for the extra time and consideration you have taken in handling our account. We look forward to a long and fruitful association with Chroma Copiers.

Regards,

Marion Roberts  
Office Operations

Enc.

400 SUNDANCE BLVD. • LOS GATOS, CALIFORNIA 94947 • PHONE 319.378.7319

The semiblock style is the most common of these four forms. The semiblock style keeps all elements flush left, except the first line of every paragraph, which is indented five spaces.



***Indented Style***

February 29, 2004

Greg Matterion

V.P. New AccountsChroma Copier

15724 Ventura Blvd.  
Studio City, CA 94216

Re: "XL-1000" service contract

Dear Greg,

As per our conversation of Tuesday, November 17, here is the completed service contract for our new "XL-copier. We have decided to purchase the three-year contract instead of the standard one-year service guarantee. A check for the \$375 total is enclosed.

Your assistant, Jerry Kershin, telephoned yesterday and went over some of the specifics of the contract. It is my understanding from him that we must provide insurance protecting our office staff as well as your company in the event of damage to or destruction of the leased equipment. For your reference, our insurance company is Travelstone Inc., located here in Los Angeles.

Thank you for the extra time and consideration you have taken in handling our account. We look forward to a long and fruitful association with Chroma Copiers.

Regards,

Marion Roberts  
Office Operations

Enc.

500 REDWOOD BLVD. • NOVATO, CALIFORNIA 94947 • PHONE 319.378.7319

The indented style is the most stylized of the four forms. It is somewhat difficult to read and the least often used. This style requires that you indent the inside address. Keep the Name line flush left, and then with each line that follows indent it to the right of the one above:

Lorena Samson

Chair

6900 Melrose Ave.  
Los Angeles, CA 90035

In the indented style, the signature line is indented to the right of the Complimentary Close.



### **More on Business Letters**

Thus far, we have spoken only about one page letters. Often, you construct multiple page documents. The following are general guidelines, which help you create the clearest presentation possible.

Before you print out your document, it is a good idea to preview your work. As with a single page letter, the look and organization of a multiple page document is important. Too many lines on a page or confusing page breaks can take the edge off a great piece of work. Most word processing software allows you to check how your document looks, so that you can make adjustments before printing it out.

It is up to you to make sure that the documents extending to two or more pages do so gracefully, without “widows” or “orphans.”

A widow is a line that falls at the end of one page and continues on the next. These line breaks can cause lack of continuity in your work and make reading your document more difficult. The worst widows break off with a hyphen in the middle of a word.

The balance of the widowed sentence from the previous page is an orphan. While technically correct, avoid orphans and widows as they give your document a haphazard look.

Generally, the first page of a multiple page document ends with “(more)”. This is a courtesy to your reader and it ensures they will read the balance of your document. Since you are striving to end every page with a complete sentence, the reader may not realize that your letter continues. A simple (more) indicates to the reader that it does.

The following pages of your letter may or may not be numbered. Standard business procedure allows that a simple “Page 2” and so on, can be used on the top left corner of each page. As an identifying precaution, consider adding the name of the addressee and the letter’s date on each page. The top margins of the following pages of your letter can vary in size. Generally, the margins start six lines down from the top of the page. The body of the letter then commences four lines below this. Styles do vary but here is a standard form:

[6 lines]

Page 2  
Ms. Lorena Samson  
February 29, 2004

[4 lines]

We are continuing to review the night deposit procedures and will present the full report at our meeting.



## Web Page Basics

Building a Web page using HTML is easy. We'll build a simple Web page to start off, and direct you to great resources on the Web for further instruction. Ready? Begin!

To start your Web page, open the Windows Notepad application. Select **Start -> Programs -> Accessories -> Notepad**.

Now type the following text in the open Notepad document:

```
<HTML>
<HEAD>
<TITLE>
My Very Own Web Page
</TITLE>
</HEAD>
<BODY>
Welcome and thank you for visiting My Web Page!
<P>
My Web page text goes here.
</BODY>
</HTML>
```

After you have completed typing the text save this file as "index.html" on your desktop.

Now let's see what our page looks like using our Web browser. To preview the file in your Web browser, open the browser; select **File -> Open -> Browse -> Filename -> Open**.

Congratulations—you have just created your very first Web page!

This Web page is essentially the same as many high end professional Web pages. It is created by a series of formatted text instructions, called tags, that essentially tell the browser where to place information and how it should appear. These tags come in pairs; the first one is called an open tag `<>` and the second is called a closed tag `</>`.

Through the use of tags the most technologically advanced Web page (for the most part) uses the same technology as this simple Web page.

There are many ways to create wonderful, engaging Web pages. You may choose to hand-code HTML (as you did in the exercise above) or you may choose to use a WYSIWYG program (What You See Is What You Get) Web-builder program. To learn more about Web design, go online and research the various resources available. For example, go to your favorite search engine site, and try keywords such as: *Web*, *Web page*, and *Web site*.



## TROUBLESHOOTING

Try this first! If you have problems running the program, try cleaning the CD. Gently remove any fingerprints and dust using a clean, soft, lint-free cloth dampened with water or a CD-cleaning solution. Avoid using materials such as tissue, which may scratch the CD.

If you have additional questions, please visit the Broderbund Web site at <http://www.support.broderbund.com>

### Windows<sup>®</sup>

**1. The *Mavis Beacon Teaches Typing* program icon does not appear in the Start menu.**

- Make sure the product is already installed. Reinstall the program if necessary.

**2. You see a message telling you that there is not enough available space on the hard disk.**

*Mavis Beacon Teaches Typing* requires minimum of 360 MB of hard-disk space for the program's data and executable files. (Additional hard-disk space will be required to save player information for more than five players.)

- Create some free hard-disk space by removing some files after backing them up.

**3. You see a message telling you that there is not enough memory to run the program.**

*Mavis Beacon Teaches Typing* needs at least 64 MB of installed memory (RAM) to run. Your computer's memory may be filled with other programs that are running in the background.

- Close any other applications that are running, and restart the program.

**4. The mouse doesn't seem to work.**

There are times in the program when the animation or sound cannot be interrupted. You will see the hourglass cursor on the screen, and any key presses or mouse clicks will be ignored.

- Check that the mouse is properly connected to the computer.
- Wait until the animation or sound stops and your normal cursor returns. Then try pressing the keys or clicking the mouse again.

**5. Program speed is very slow.**

*Mavis Beacon Teaches Typing* needs at least a Pentium III processor with an 16X CD-ROM drive for basic performance.

- Close any other applications that are running.
- Remove non-essential applications from your Startup folder.
- Make sure that you have the latest Windows video drivers for your graphics card. (Contact the video card manufacturer for the latest drivers.)

**6. You do not hear music, sound, or speech.**

# Mavis Beacon

- Check that the speakers are properly connected to your computer. Make sure that they are getting power and are turned on, and that the volume is turned up.
- Make sure that your sound card is Windows compatible and is properly installed for Windows. Be sure that the sound card is specifically designed to work with the version of Windows that you are using. Also check that the volume is properly set. (See the manufacturer's documentation for information relating to your sound card.)
- Make sure the mixer level setting is correct. Click **Start**. Choose **Programs** from the Start menu. Next choose **Accessories**. Then choose **Multimedia** (Windows 95) or **Entertainment** (Windows 98, Me, XP), and choose **Volume Control**. Make sure that the sliders on the mixer control panel are all the way up and that no mute buttons are selected.

## 7. Strange graphics appear; the game action stops unexpectedly.

- Make sure you have the latest Windows video drivers installed. (Contact your video card manufacturer for more information.)
- Remove non-essential applications from your Startup folder.

## 8. Colors don't look right.

- Adjust your monitor's color and brightness.
- Turn off your screensaver.
- Close any other applications that are running.
- Make sure you have the latest graphics drivers installed. (Contact your video card manufacturer for more information.)

## 9. Nothing prints.

- Make sure the printer is plugged in and switched on.
- Check the indicator light on the printer to be sure the printer is "online" or "selected."
- Make sure the printer cables are connected tightly.
- Make sure you have selected at least one print item from the Printing area. Where applicable, make sure you have selected either **Colored In** or **Outlined**.
- Make sure you have the latest printer drivers installed. (Contact your printer manufacturer for more information.)
- Make sure your printer has paper.
- Make sure your printer is correctly configured to your system.

## 10. When you print, pictures or text look faint, blurred, or streaky.

- Check your print quality settings. (See your printer documentation.)
- Replace your printer's ink cartridge.

## 12. The printer displays an "out of memory" message.

- Make sure your printer has at least 1 MB of memory.

## 13. You are not able to connect to our online Web sites.

This feature requires an Internet browser. In some cases, you may need to start the Internet connection before you run the program.



- Make sure that you have a browser properly installed. (See your browser and Windows documentation for more information.)
- Make sure that the files with an .HTM extension (for example, "bookmark.htm") are associated with the browser of your choice. To check this, double-click any .HTM file.

## **Macintosh<sup>®</sup>**

### **1. You do not see the *Mavis Beacon Teaches Typing* program icon on the desktop.**

- Make sure the program CD is inserted in the CD tray.

### **2. You see a message that there is not enough space on the hard disk.**

*Mavis Beacon Teaches Typing* requires a minimum of 360 MB of hard-disk space for program data files. (Additional hard-disk space will be required to save player information for more than five players.)

- Create some free hard-disk space by removing some files after backing them up.
- Adjust the Virtual Memory setting to take less hard disk space. (See your Macintosh documentation for more information.)

### **3. You see a message telling you that there is not enough memory to run the program.**

*Mavis Beacon Teaches Typing* requires at least 64 MB of installed memory (RAM) to run. Try to increase available memory and then start the program again. (Depending on which Internet browser you use, you may not be able to run both your browser and the program with only 64 MB of RAM.)

- Quit any programs that you may be running.
- Turn off or remove from the System Folder non-Apple<sup>®</sup> control panels.
- Reduce the size of the disk cache in the Memory control panel. (See your Macintosh documentation for more information.)
- Turn off AppleTalk<sup>®</sup>.
- Increase virtual memory.

### **4. The mouse doesn't seem to work.**

There are times in the program when the animation or sound cannot be interrupted. You will see the watch cursor on the screen, and any key presses or mouse clicks will be ignored.

- Check that the mouse is properly connected to the computer.
- Wait until the animation or sound stops and your normal cursor returns. Then try pressing the keys or clicking the mouse again.

### **5. The music and voice in the game are too loud or too soft.**

- Choose **Volumes** from Control Panels. Adjust your system's speaker volume as needed by selecting the Volume setting.



**6. You do not hear music, sound, or speech.**

- Make sure that the Volumes setting in the Sound control panel in Control Panels is not set to zero.
- If you have external speakers, make sure they are turned on and getting power and that they are properly connected to your computer. Also check the speaker volume.
- Turn off or remove from the System Folder non-Apple control panels and extensions. (Leave the CD-ROM drivers.) Restart your computer.

**7. You hear popping noises in the game sounds and character voices.**

- Check the speaker connection to the computer.
- Close all other applications.

**8. Program speed is very slow, or sounds and animations do not play smoothly.**

*Mavis Beacon Teaches Typing* needs at least a 233 MHz Power Macintosh computer with an 8X CD-ROM drive for basic performance.

- Close all other applications.
- If you must have virtual memory on, reduce the amount of virtual memory allocated.

**9. Nothing prints.**

- Make sure the printer is plugged in and switched on.
- Check the indicator light on the printer to be sure the printer is "online" or "selected."
- Make sure the printer cables are connected tightly.
- Make sure you have selected at least one print item from the Printing area. Where applicable, make sure you have selected either **Colored In** or **Outlined**.
- Make sure your printer has paper.
- Make sure your printer is correctly configured to your system.

**10. When you print, pictures or text look faint, blurred, or streaky.**

- Check your print quality settings. (See your printer documentation.)
- Replace your printer's ink cartridge.

**11. You are not able to connect to our online Web sites.**

This feature requires an Internet browser. You may need to start your Internet connection before running the program.

- Make sure that you have a browser properly installed. (See your browser and Macintosh documentation for more information.)



# Mavis Beacon

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**APPENDIX:**  
**INSTRUCTIONS FOR PDAs**  
**(PALM<sup>®</sup> -POWERED HANDHELDS)**

Some versions of *Mavis Beacon Teaches Typing* contain software for use on Palm<sup>®</sup> - powered handhelds (PDAs). This section of the User's Guide is dedicated to using *Mavis Beacon Teaches Typing* on a PDA.

**System Requirements for PDA**

As with other PDA applications, the installation requires a computer with "hot synch" capability. The *Mavis Beacon Teaches Typing* application is compatible only with systems with Palm<sup>®</sup> operating system 3.0 or later. This application requires Palm Desktop software, PDA hardware (such as a Handspring Visor or Palm handheld), and a keyboard accessory for the PDA.

**Installing the PDA Application**

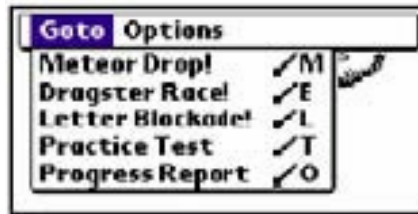
To install the software, select *Mavis Beacon Teaches Typing* for Palm-Powered Handhelds from the main launcher screen. Follow the onscreen instructions to complete the installation. After you install the application, hot synch it to your PDA.

When you tap the Mavis icon, the main menu appears (shown below). There are three typing games and one practice test. The main menu is the central hub for this application. Tap one of the four bold titles to start the game or a practice test.



You can also change the game from the Go To menu, by tapping the menu bar located at the top of the screen. Shortcut keys are available to start a game (see the letter next to each title in the Go To menu).

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Your current typing speed (words per minute) and accuracy, based on data in your Progress Report, are displayed on the main menu screen. To access the Progress Report, tap the View Progress Report button. The first time you use the program, the Speed and Accuracy boxes, and the Progress Report, will be blank. As you play the games, however, the Progress Report tracks your progress.

When you select a game, you go to an introduction screen. The introduction screens for the three games are:



## The elements of these screens are:

- The game's high score, which you can reset in Preferences.
- An Emphasis on selector shows a pop-up list of keys to practice. If you select **Home Row**, the game generates words containing letters on the home row of the keyboard. If you select **H** then **G**, the game generates words containing home row keys, plus the letters *H* and *G*.
- Play button: Select **Play** to begin the game.
- Instructions button: Select **Instructions** to go to the game instruction screen.
- Exit button: Select **Exit** to go to the Main menu.

For the Dragster Race game, the menu selector is **Topics**. You can select from the following word or sentence topics:

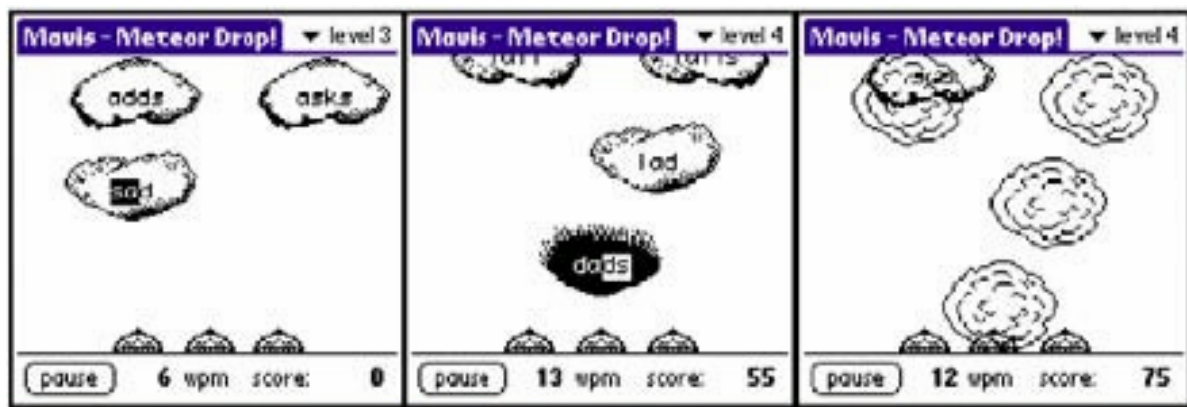
- Earth
- First 10 U.S. Presidents
- 7 Wonders of the Ancient World
- 7 Other World Wonders

# Mavis Beacon

- 7 Natural Wonders
- Baseball
- Basketball
- North American Rivers
- Repetitive Letters

## Meteor Drop! Game

In the Meteor Drop! game, meteors are falling from the sky, and you must explode them before they reach the ground. Type the word written on the meteor to explode it. The meteors rotate slightly while falling.



### This screen includes the following:

- The current level is displayed at upper right. You can change the level at any point during the game.
- The number of extra lives is represented by icons at the bottom of the screen (five lives maximum).
- When you type a word correctly, a beam targets the meteor, which then explodes. As you type the correct keys, the letters are highlighted.
- Your typing speed is calculated continuously.
- Your score appears at lower right.
- Select the Pause button to pause the game.

Each meteor contains a different word. When you type the word, the letters on the meteor highlight to indicate correctly typed letters. In the first sketch above, the user has only typed *sa*, as is shown by the highlight. Incorrectly typed letters are ignored. If Caps Lock is on, you will hear a negative sound effect. If you want to target a different meteor, press the Backspace key until all letters are canceled, and then type the new meteor's word.

Once you have typed all the correct letters in a meteor, the beam automatically targets that meteor and it explodes. Your points are added to the running total at the bottom of the screen. Each meteor exploded is worth five points per level. Once you have typed 10 words correctly, the program advances to the next level, where the

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meteors will descend at a faster rate. Each time you complete a level, you earn an extra life, up to a maximum of five lives (you begin the game with three).

Occasionally, a radioactive meteor will appear on the screen. If you target a radioactive meteor, all other meteors on the screen simultaneously explode, and you receive points for all of them. A radioactive meteor looks slightly different from a regular meteor.



Regular Meteor / Radioactive Meteor

If a meteor touches the ground, you lose one Life icon. The game ends when you run out of extra lives. When the game ends, the results are added to your Progress Report, and if you post a high score, that also is saved. If you cancel a game before it ends, no data is saved.

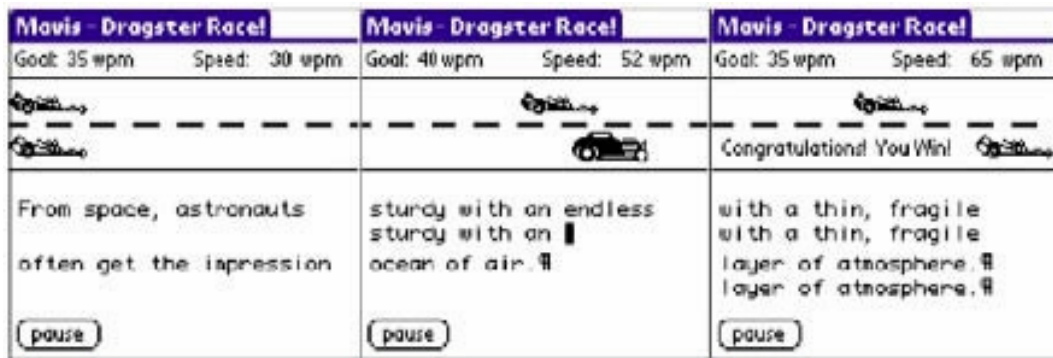


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## Dragster Race! Game

The Dragster Race! game is a typing race based on speed. You are the driver of a car, racing against a computer opponent. Your opponent's car travels at a fixed speed (set in Preferences under Target Typing Speed). The faster you type, the faster your car goes.

The game begins with both cars at the starting line. The race starts when you press any key. At the end of the race, an onscreen message will tell you whether or not you have won.



### This screen includes the following:

- The user's speed, in WPM, is calculated continuously during the race so it can be used as a speedometer. The calculations take into account the entire race. When the race is finished, this number represents the user's typing speed for the entire race, not just near the end.
- The Goal is the opponent's speed in WPM, which you can set in the Preferences section. This value is fixed for the duration of the race.
- The roadway with the two cars shows the progress of the race. If you make a typing error, your car will backfire occasionally.
- The text area shows the text that you must type. Errors are noted with a small ^ under the incorrect word, and the current position is shown with a solid cursor.
- Select **Pause** to pause the game.



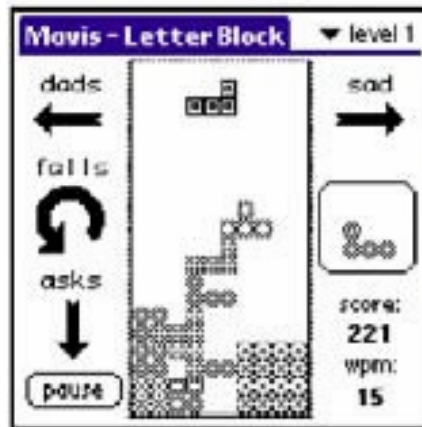
# Mavis Beacon

## Letter Blockade! Game

The object of the Letter Blockade! game is to move and rotate the falling blocks to avoid filling the well. You can manipulate the blocks by typing the corresponding text for the control. For example, in the illustration below, the player must type *sad* to move the falling block one space to the right. To move it another space to the right, the player must type *sad* again. Occasionally, a Power Block appears that clears part of the board away.

Once a block reaches the bottom of the well or an obstacle, you can no longer move it, and another will fall. When you completely fill a row, it is removed and all blocks above move down one row.

The game ends when the well is filled to the top and the next block can no longer fit.

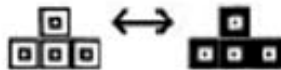


### This screen includes the following:

- The well in the center of the screen is where the blocks fall and collect.
- The blocks fall in groups of four, combined to make a rigid shape. The blocks contain different patterns. The object of the game is to place similarly-patterned blocks together.
- The Power Block appears as a flashing object. It is a standard shape, but each of the blocks contains a flashing shade of concentric squares. The color constantly animates (as it falls) between the two block examples shown below. You can manipulate Power Blocks just as you would normal blocks. When a Power Block lands on the bottom of the screen, it removes all adjacent blocks, then disappears.
- The current speed of the user (WPM) is displayed.
- The user's current score is displayed. The method for calculating the score is described below.
- The box at right displays a preview of the shape and color that will appear next.
- The current level is displayed.
- There are four main controls in this game: right, left, rotate, and drop. Each has a large arrow on the screen. Next to the arrow is a word you must type



- each time you want to activate that control.
- Select the Pause button to pause the game.



Power Block animation

### Pausing a Game

When you pause any game, a general pop-up window appears. Select the Start Over button to restart the activity. Select the End Game button to go to the main menu.



### Game Over

When a game ends, a Game Over window appears. The window shows your speed and accuracy for the game, as well as the adjusted speed. The data are added as a new entry in your Progress Report. If you quit a game before it ends, no data are added to the Progress Report. Select the Done button to go to the main menu. Select the Play Again button to repeat the game.



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The Practice Test is a place where you can test your typing in a more traditional manner. When you select the Practice Test area, you first go to the Mavis Topic screen (at left in the illustration below). The default topic is English, but you can select a list of topics using the pull-down menu. The content of the topics is identical to the personal computer version of *Mavis Beacon Teaches Typing Deluxe*.

After you select a topic, the Practice Test begins immediately.



Select the Cancel button to return to the main menu.

The bulk of the Practice Test screen is dedicated to the content and typing. Your errors will be marked with a small ^ below the incorrect letter. The next letter to be typed is highlighted on the keyboard displayed on screen. Your current speed (calculated on the fly) is noted in the upper right corner of the screen.



If you change your preferences during a Practice Test, and if those preferences affect the display, the test will start over automatically.

When you complete the Practice Test, the Practice Test Complete window appears. This window lists your speed, accuracy, and adjusted WPM for the test. The results



are added to the Progress Report data. If you halt the Practice Test before it is completed, no data are entered in the Progress Report. Select the Done button to return to the main menu. Select the Start Over button to return to the *Mavis Beacon Teaches Typing* Topic screen.

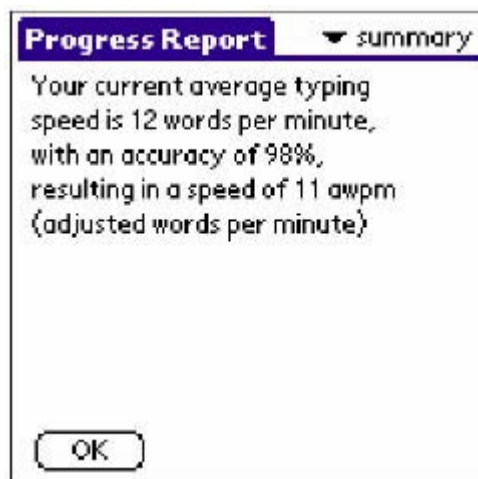




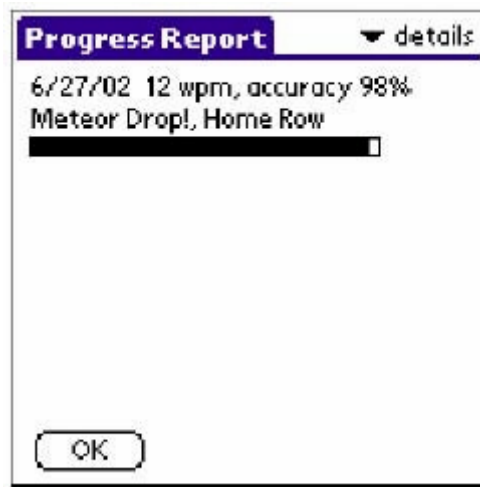
Check your statistics and past results in the Progress Report area. Select the Progress Report button on the main menu to access the report. There are three pages for the Progress Report: Summary, Details, and Keys. The Summary page is the default page shown. You can navigate between the various pages using the pop-up menu at upper right. If there are no data to report, the pages will be blank.

The Progress Report–Summary page shows the following statistics:

- Your current average typing speed (WPM), calculated using the last three results.
- Your current accuracy (percent) calculated using the last three results.
- Your current typing speed (adjusted words per minute: your WPM minus errors), calculated by averaging the last three results.
- The OK button, which returns you to the main menu screen.
- There is a list of all your results. Results are collected from last 20 games and practice tests you have completed. Each entry (arranged by date, with the most recent on top) shows the date, your speed (WPM), your accuracy, and the activity you played.
- Beneath each result is a bar graph to show your accuracy level visually.
- A scroll bar at right side allows you to scroll to view all your results. At least four results can be displayed at once on the page. The scroll bar appears if there are more than four results.
- The maximum number of results is limited to 20. When you exceed this number, the oldest results are replaced by newer results.
- Select the OK button to return to the main menu screen.
- A keyboard graphic highlights your problem keys. These are the keys you should practice.



# Maivis Beacon

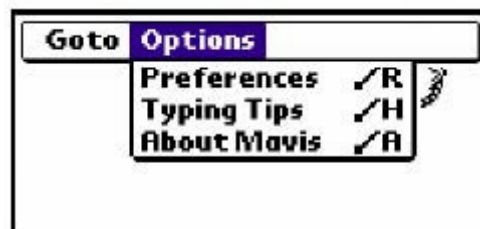


- Select the OK button to return to the main menu screen. You can clear the data in the Progress Report at any time in the Preferences area.



## Options Menu

Access the Options menu by tapping the menu bar, located at the top of the screen. Three categories are available from the Options menu. Shortcut keys are noted on the menu.





The Preferences screen is a full-screen, pop-up window that allows you to change your personal settings. When you close the Preferences screen, you return to your current activity, but in some cases, the activity will need to be restarted.

**IMPORTANT NOTE REGARDING AUDIO:** The *Mavis Beacon* PDA application contains sound effects. You can enable or disable audio using the main system preferences on your PDA.



**The Preferences screen shows the following:**

- A checkbox allows you to disable the Backspace key. When this is checked, the Delete and Backspace keys are disabled. The default is unchecked.
- You can use the arrows to adjust the target typing speed. The default speed is 40 WPM. The minimum target speed is 25 WPM and the maximum allowed target speed is 120 WPM.
- Select the Clear button to open a dialog box that allows your to erase your Progress Report data and high scores. Select the OK button to clear the information and confirm the changes to the preferences. The Cancel button exits Preferences without making changes (except if you cleared the data).
- As in other PDA applications, the Info button at the upper right displays a standard information dialog box explaining the user interface. The Done button returns you to Preferences.

### Typing Tips

The Typing Tips screen is a pop-up window that gives you instructions on which fingers to use for which keys. In addition, the Typing Tips window provides some tips for good typing. You can access the Typing Tips screen from the Options menu, or from the button in the Progress Report screen.



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## The Typing Tips screen shows the following:

- When you first enter Typing Tips, the text reads: Place your fingers on the home keys. Press any key to learn more. After you press a key, the key and its fingering position appear. Subsequent key strokes will replace the text with the current key. For capital letters, the Q key is also highlighted.
- Selecting the View Typing Tips button takes you to a Tips window. The Tips window contains some simple tips for good typing.
- Select the Done button to return to the main menu.

## About Mavis

The About Mavis screen contains information about the product and the development team.